

## SERVICE INFORMATION

### BOOTH EQUIPMENT

Each 8' x 10' booth will be set with 8' high burgundy and white back drapes, 3' burgundy side dividers, (1) 6' x 30" white draped table, (2) side chairs, (1) wastebasket and management will cover material and handling fees for up to 200lbs. Booths will also receive a one-line identification sign.

### EXHIBIT HALL CARPET

The exhibit area is carpeted.

### DISCOUNT PRICE DEADLINE DATE

**Order early to take advantage of advance order discount rates, place your order by May 30, 2016.**

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

Monday	June 20, 2016	8:00 AM - 10:00 AM
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### EXHIBIT HOURS

Monday	June 20, 2016	10:00 AM - 11:00 PM
Tuesday	June 21, 2016	8:30 AM - 11:00 PM
Wednesday	June 22, 2016	8:30 AM - 6:00 PM
Thursday	June 23, 2016	8:30 AM - 6:00 PM
Friday	June 24, 2016	8:30 AM - 3:30 PM

### EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ).

Friday	June 24, 2016	3:30 PM - 5:00 PM
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**We will return empty containers by Friday, June 24, 2016 at 4:00 PM.**

### DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Friday, June 24, 2016 at 5:00 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Friday, June 24, 2016 at 4:00 PM.

### POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

**SERVICE CONTRACTOR CONTACTS / INFORMATION:****FREEMAN**

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 fax (469) 621-5618  
FreemanNewYorkES@freemanco.com

**FREEMAN EXHIBIT TRANSPORTATION**

(800) 995-3579 US & Canada or +1(512) 982-4187 Outside the US or +1(817) 607-5183 International Shipping Services or fax (469) 621-5810 email: [exhibit.transportation@freemanco.com](mailto:exhibit.transportation@freemanco.com)

**SERVICE CENTER HOURS**

We will have staff available at the Freeman Service Center as follows:

Monday	June 20, 2016	8:00 AM - 10:00 AM
Friday	June 24, 2016	12:00 PM - 4:00 PM

**FREEMAN ONLINE®**

**Take advantage of discount pricing by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by May 30, 2016.** Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect – **before, during and after** your show. Additionally, you can now access Freeman Online from any device – **desktop, laptop, tablet** or via our new **Freeman Online Mobile app**.

To place online orders, you will be required to login with your unique Username and Password. If this is your first time to use Freeman Online, click on the "Create an Account" link. To access Freeman Online without using the email link, visit [www.freemanco.com/store](http://www.freemanco.com/store). You can also download and use the FOL Mobile App from the Apple or Android store, or here: [folmobile.freemanco.com](http://folmobile.freemanco.com). A mobile web version of the Freeman Online Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the Mobile App.

If you need assistance with Freeman Online, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.

**SHIPPING INFORMATION**

Warehouse shipping address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**INTERNATIONAL CONFERENCE ON MACHINE LEARNING**  
C/O FREEMAN  
1 RAILROAD PL  
MASPETH, NY 11378

Freeman will accept crated, boxed or skidded materials beginning Monday, May 23, 2016, at the above address. Material arriving after June 13, 2016 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 2:30 PM. If required, provide your carrier with this phone number: (201) 299-7575.

Show Site Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**INTERNATIONAL CONFERENCE ON MACHINE LEARNING**  
C/O FREEMAN  
NEW YORK MARRIOTT MARQUIS  
1535 BROADWAY  
NEW YORK, NY 10036-4098

Freeman will receive shipments at the exhibit facility beginning Monday, June 20, 2016. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. If required, provide your carrier with this phone number: (201) 299-7575.

**Please note:** All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the Material Handling form for charges for this service.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

#### **VEHICLE RESTRICTIONS**

Due to the loading dock configuration, trucks are not to exceed 13' high and 55' long. Any truck over the 55' length restriction will be subject to a "truck & driver" minimum charge of \$367.50.

#### **LABOR INFORMATION**

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. Refer to the order form for Display Labor for Straight time and Overtime hours.

#### **ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (201) 299-7575.

#### **WE APPRECIATE YOUR BUSINESS!**

## **FREEMAN GENERAL INFORMATION**

### **TRANSLATION SERVICE**

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman New York Exhibitor Services at (201) 299-7575 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4187 Local and International.

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early to take advantage of advance order discount rates, place your order by May 30, 2016.

#### **AVOID DELAY**

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

#### **SAFETY TIPS**

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

#### **EXHIBITOR ASSISTANCE**

Call Freeman's Exhibitor Services department at (201) 299-7575 with any questions or needs you may have.

For more information and helpful hints on pre-show procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

For more information and helpful hints on post-show procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ).



## Reducing Your Footprint

*Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.*

### Green Tips for Exhibitors

Interested in going Green and saving money with your exhibit booth? Follow these tips to assist you in making your sustainable booth strategies at least cost-neutral, and possibly cost-saving!

#### Supplies and Ordering

- Order exhibit supplies early and utilize online ordering systems to eliminate paper waste.
- Consider renting a booth from Freeman or buying materials locally, preventing shipping cost and lowering emissions.
- Rent Freeman Classic Carpet which contains recycled content and is also recyclable.
- Provide giveaways made of recycled, responsibly grown natural fiber, nontoxic and biodegradable materials. Ensure giveaways are useful, not merely promotional in nature. Electronic Giveaways, such as free songs from iTunes, coupons and free online Apps are smart and trendy.

#### Printing, Recycling and Waste Management

- Encourage less printing and provide more information digitally when it comes to booth literature, fulfilling requests via email and website referrals.
- If you need to print, use a local printer in the city where the show will be held and choose paper that contains at least 50% post-consumer recycled content.
- Ask Freeman about new paper-based signage materials that are comparably priced to plastic. There are good alternatives to foam core and PVC which are not as easily recyclable.
- Participate in the exhibit donation program by providing materials that are eligible for donation to local charities, such as pens, bags and notepads.

#### Shipping and Transportation

- If you must ship materials, planning out your booth in a timely way to meet shipping deadlines can also help maximize consolidation and cost-savings.
- Choose a SmartWay™-certified hauler at no additional cost to ensure your transportation company is practicing sustainable shipping.
- Set a goal to leave no trace behind by shipping out all booth properties and packing materials and donating extra giveaways thereby minimizing any waste for the show.
- If you are attending another trade show that many of your fellow exhibitors are also participating in, ask your General Service Contractor or Show Management to set up a caravan service to save on fuel emissions—and cost of transportation.



#### Personnel and Best Practices

- Take advantage of local or regional representatives to staff your booth, rather than bringing staff from far away offices, reducing travel cost.
- Bring Green as part of your company message providing recycling bins in your booth and information on what you have done to exhibit in a sustainable way.



These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact [goinggreen@freemanco.com](mailto:goinggreen@freemanco.com)

# F R E E M A N

\*909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 • Fax: (469) 621-5618

DISCOUNT PRICE  
DEADLINE DATE  
MAY 30, 2016

**INCLUDE THIS FORM  
WITH YOUR ORDER  
PLEASE USE BLACK INK**

NAME OF SHOW: **INTERNATIONAL CONFERENCE ON MACHINE LEARNING / JUNE 19 - 24, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH#: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CITY/STATE/ZIP: \_\_\_\_\_ CUSTOMER #: \_\_\_\_\_

PHONE: \_\_\_\_\_ EXT.: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

CONTACT'S E-MAIL: \_\_\_\_\_

E-MAIL FOR INVOICE: \_\_\_\_\_ ☐ CHECK IF YOU ARE A NEW FREEMAN CUSTOMER

*Invoices will be sent by e-mail; please provide e-mail address of the person who reconciles your invoices if different than above.*

## METHOD OF PAYMENT

**BY SUBMITTING THIS FORM VIA FAX OR POSTAL MAIL OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.**

### ☐ COMPANY CHECK

Please make check payable to: Freeman. Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("US. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)

**Please reference (436956) on your remittance.**

### ☐ CREDIT/DEBIT CARD

For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ VISA **FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO.: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

☐ PERSONAL CREDIT CARD ☐ COMPANY CREDIT CARD

CARDHOLDER NAME (please print): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

CARDHOLDER BILLING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

## ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	RENTAL EXHIBITS & ACCESSORIES	INSTALLATION LABOR	DISMANTLE LABOR	MATERIAL HANDLING		
SIGNS	EXHIBIT TRANSPORTATION				GRAND TOTAL		

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: [www.myfreemanonline.com](http://www.myfreemanonline.com). **We do not accept credit card information via email.**
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask your Exhibitor Services Representative

### TELL US WHAT YOU THINK

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

<http://feedback.freemanco.com/?436956>

# F R E E M A N

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 Fax: (469) 621-5618

## INTERNATIONAL CONFERENCE ON MACHINE LEARNING / JUNE 19 - 24, 2016

In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

### EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

**BY SUBMITTING THIS FORM VIA FAX OR POSTAL MAIL OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.**

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

### EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

Indicate which services are to be invoiced to the Third Party:

☐ ALL FREEMAN SERVICES

☐ FREEMAN EXHIBIT TRANSPORTATION

☐ I&D LABOR/SUPERVISION

☐ RENTAL FURNITURE/CARPET/SIGNS

☐ MATERIAL HANDLING/IN & OUT

☐ BOOTH CLEANING

☐ OTHER \_\_\_\_\_

### THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

Invoices will be sent by e-mail; please provide the e-mail address of the person who reconciles your invoices if different than contact's e-mail.

### THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐ AMERICAN EXPRESS

☐ MASTERCARD

☐ VISA

**FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

07/15 (436956)

third party authorization  
FREEMAN

# PAYMENT & LABOR

## YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE METHOD OF PAYMENT FORM IS SIGNED; OR
- AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN; OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

## DEFINITIONS

For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Expositions, Inc., Freeman Expositions, Ltd., Freeman Audio Visual, Freeman Exhibit, Freeman Transportation, Hoffend Xposition, Stage Rigging, Inc., Kerry Technical Services, TFC, Inc., Freeman Electrical Services, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

## PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals include delivery, installation, and removal from EXHIBITOR'S booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

## ELECTRICAL

Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event. Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

## LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

## INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend FREEMAN from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to FREEMAN employees, and/or property damage arising out of work performed by labor provided by FREEMAN but supervised by EXHIBITOR. Further, the EXHIBITOR'S indemnification of FREEMAN includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by FREEMAN to work in a manner that violates any of the above rules, regulations, and/or ordinances.

## IMPORTANT

PLEASE REFER TO FREEMAN'S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.

# MATERIAL HANDLING

**YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.** Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

**1. DEFINITIONS.** For purposes of this Contract, Freeman means Freeman Expositions, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. In no event shall Freeman be deemed to be the Ultimate Consignee for shipping and custom purposes. The term "Exhibitor" means the Exhibitor, its employees, agents, and representatives.

**2. PACKAGING/CRATES AND STORAGE.** Freeman shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Freeman does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. **FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.**

**3. EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representative. All previous labels must be removed or obliterated. Freeman assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Freeman labels; or improper information on empty labels. **FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.**

**4. INBOUND/OUTBOUND SHIPMENTS.** There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times, Exhibitor materials will be left unattended. **FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT.** Freeman recommends the securing of security services from Facility or Show Management. All MHA's submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth at the time of pickup. Freeman is not responsible for any wait time or other charges including business center charges arising from delivery or pickup of Exhibitor's materials.

**5. DELIVERY TO THE CARRIER FOR RELOADING.** Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. Freeman loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. **FREEMAN ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISES OUT OF IMPROPERLY LOADED OR LABELED MATERIALS.**

**6. DESIGNATED CARRIERS.** Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. **IN NO EVENT SHALL FREEMAN BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION.**

**7. FORCE MAJEURE.** Freeman's performance hereunder is subject to, and Freeman shall not be responsible for loss, delay, or damage due to, strike, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond Freeman's reasonable control, nor for ordinary wear and tear in the handling of Exhibitor's materials.

**8. CLAIM(S) FOR LOSS.** Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site and in any case not later than **thirty (30) business days** after the date when Exhibitor's materials are delivered to the carrier for transportation from show site or from Freeman's warehouse. All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman **more than one (1) year** after the date of loss or damage occurred.

**a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment due Freeman for its services as an offset against the amount of any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction and shall be resolved on their own merits.

**b. MAXIMUM RECOVERY.** If found liable for any loss, Freeman's sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is a less. For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

**c. LIMITATION OF LIABILITY.** IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF FREEMAN OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF FREEMAN HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

**9. DECLARED VALUE.** Declarations of Declared Value are between the Exhibitor and the selected Carrier ONLY, and are in no way an extension of Freeman's maximum liability stated herein. Freeman will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, FREEMAN WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

**10. JURISDICTION / VENUE.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

**11. INDEMNIFICATION.** Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through Freeman; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor's violation of Federal, State, County or Local ordinance and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

**12. LIEN.** Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor's materials that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman to or for the benefit of Exhibitor ("Obligations"). Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that Freeman is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Freeman may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

**13. WAIVER & RELEASE.** Exhibitor, as a material part of the consideration to Freeman for material handling services, waives and releases all claims against Freeman with respect to all matters for which Freeman has disclaimed liability pursuant to the provisions of this Contract.

**14. DRIVER LIABILITY WAIVER.** IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.



# EXHIBIT transportation

There are many transportation carriers to choose from, but Freeman has more than 85 years of experience in the events industry. No one understands exhibit transportation better than Freeman. Allow us to make the shipping process easy for you.

Between our cost effective solutions, superior customer service and all inclusive pricing, you will find Freeman Exhibit Transportation to be reputable, reliable and convenient. Our transportation experts have the ability to quickly respond to changes when necessary and are available to assist you with all of your show requirements.

As the official service contractor, Freeman partners with you and with decision makers at show site – making it easier for you to transport your exhibit to any location.

Some of the benefits of working with Freeman Exhibit Transportation include:

- Guaranteed all inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service.
- One convenient invoice with all your Freeman show services.
- On site transportation experts are available before, during and after the show.
- Customer service seven days a week, offering complete shipment visibility and expert oversight.

## questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit [www.freemanco.com](http://www.freemanco.com)

Continental U.S. Exhibitors: Contact our exhibit transportation experts at 800.995.3579 or via email at [exhibit.transportation@freemanco.com](mailto:exhibit.transportation@freemanco.com)

International Exhibitors: Contact our exhibit transportation experts at +1.817.607.5183 or via email at [international.freight@freemanco.com](mailto:international.freight@freemanco.com)

# F R E E M A N

(800) 995-3579 Toll Free US & Canada  
(817) 607-5100 Local & International

COMPLETE THIS FORM ONLY IF YOU ARE  
SHIPPING YOUR EXHIBIT MATERIALS BY  
FREEMAN EXHIBIT TRANSPORTATION

Freeman exhibit transportation

NAME OF SHOW: **INTERNATIONAL CONFERENCE ON MACHINE LEARNING / JUNE 19- 24, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call applicable number listed above to speak with one of our experts.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information:  
(800) 995-3579 Toll Free US & Canada  
(817) 607-5100 Local & International

### COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

#### PICK UP INFORMATION

Requested Pick Up Date: \_\_\_\_\_

SHIPPER NAME \_\_\_\_\_

SHIPPER ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(City) (State) (Zip)

#### DESTINATION

- ☐ I will be shipping to the **WAREHOUSE**

**FREEMAN / Exhibiting Company Name / Booth #**  
**INTERNATIONAL CONFERENCE ON MACHINE**  
**LEARNING**

C/O: FREEMAN  
1 RAILROAD PLACE  
MASPETH, NY 11378

**MUST BE DELIVERED BY JUNE 13, 2016**

- ☐ I will be shipping to **SHOW SITE**

**FREEMAN / Exhibiting Company Name / Booth #**  
**INTERNATIONAL CONFERENCE ON MACHINE**  
**LEARNING**

C/O: FREEMAN  
NEW YORK MARRIOTT MARQUIS  
1535 BROADWAY  
NEW YORK, NY 10036-4098

**CANNOT BE DELIVERED BEFORE JUNE 20, 2016**

#### TYPE OF SERVICE

- ☐ Next Day Air: Delivery next business day by 5:00 PM  
☐ Second Day Air: Delivery second business day by 5:00 PM  
☐ 3-5 Day Service: Delivery within 3 - 5 business days  
☐ Declared Value \$ \_\_\_\_\_

**Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.**

- ☐ Standard Ground: Dependent on distance  
☐ Expedited Ground: Tailored to specific requirements  
☐ Specialized: Pad wrapped, uncrated, truck load

### SHIPPING INFORMATION

#### Items to be shipped

Number of Pieces	Est. Weight
____ Crates (wooden)	_____
____ Cartons (cardboard)	_____
____ Cases/Trunks (fiber) (color _____)	_____
____ Skids/Pallets	_____
____ Carpet (color _____)	_____
____ Other ( _____ )	_____
____ Total	_____

Size of largest piece: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (L) \_\_\_\_\_

**NOTE: Shipments will be weighed and measured prior to delivery.**

### OUTBOUND SHIPPING

- ☐ I would like to schedule outbound Freeman Exhibit Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may print your Outbound Material Handling Agreement and labels, please complete the following information **if different from pick up address:**

Ship to address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Labels : \_\_\_\_\_

### FAX THIS COMPLETED FORM VIA:

**E-mail:**

**[exhibit.transportation@freemanco.com](mailto:exhibit.transportation@freemanco.com)**

**or**

**Fax: (469) 621-5810**

**A TRANSPORTATION SPECIALIST  
WILL CALL YOU TO CONFIRM  
RECEIPT OF ORDER AND  
FINALIZE DETAILS.**

**SHOW #** (436956) \_\_\_\_\_

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or employee of the parties may alter. This Air Service Request and Shipping Instruction Contract is NON-NEGOTIABLE and has been prepared by Shipper, or if by Freeman or another on Shipper's behalf, it shall be deemed, conclusively, to have been prepared by the Shipper. The Shipper agrees that this shipment is subject to the TERMS stated herein All TERMS, including but not limited to, all the limitations of liability, shall apply to our agents and their contracting carriers.

**1. DEFINITIONS:** In this Contract, "Freeman" means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

**2. FINAL CONTRACT BETWEEN THE PARTIES:** In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request and Shipping Instructions), Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

**3. Freeman's RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED:** Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. EXCEPT FOR ELIGIBLE GUARANTEED SERVICE SHIPMENTS, Freeman DOES NOT GUARANTEE DELIVERY BY ANY SPECIFIC TIME OR DATE.

**4. PACKAGING AND CRATES:** Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repetitively by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all international shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

**5. REFUSED SHIPMENTS:** If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignor or Consignee, Freeman's liability shall then become that of a warehouseman.

- (a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.
- (b) Storage charges, based on Freeman's applicable rates, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.
- (c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.
- (d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.
- (e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

**6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES:** FREEMAN'S LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY (INCLUDING BUT NOT LIMITED TO FAILURE TO FOLLOW SHIPPER OR CONSIGNEE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF \$50.00 (USD) PER SHIPMENT OR \$.50 (USD) PER POUND (\$1.10 (USD) PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT TIME OF SHIPMENT THE SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SERVICE REQUEST AND SHIPPING INSTRUCTIONS FORM AND PAYS THE APPROPRIATE VALUATION CHARGE. IN NO EVENT SHALL FREEMAN'S LIABILITY EXCEED THE DECLARED VALUE OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER. IF CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTLY BY AIR AND INVOLVES AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE, Freeman's LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE SUBJECT TO THE UNAMENDED WARSAW CONVENTION OR THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY THE MONTREAL PROTOCOL NO. 4 OF 1975, OR \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY FOR ANY REASON, UNLESS A HIGHER DECLARED VALUE IS REQUESTED, AND THE FEES SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE ARE PAID. FOR INTERNATIONAL SHIPMENTS, THIS SHIPPING REQUEST AND SHIPPING INSTRUCTION CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

Notwithstanding the above limitations, domestic shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):

- (a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
  - (b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
  - (c) personal effects;
  - (d) and other inherently fragile or unique items, including prototypes, etc.
- Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties:
- (a) whenever or wherever the claimed loss or damage may occur;
  - (b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;
  - (c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages. Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

**7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:**

- (a) Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper's account is current.
- (b) Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.
- (c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with (b) of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

**8. CLAIMS:** Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within five (5) days of delivery, of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40512-4151.

**9. CHOICE OF FORUM:** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES (INCLUDING ADOPTED INTERNATIONAL CONVENTIONS) AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE'S CONFLICT OF LAWS RULES. FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN THE CITY OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY. IF BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY AND IT IS NECESSARY TO LITIGATE THE DISPUTE, THE DISPUTE SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

**10. MISCELLANEOUS:** Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment; stop the shipment in transit, or divert or reschedule same, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment.

# MOTOR CARGO

## MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman Transportation. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman.

**1. DEFINITIONS.** In this Contract, "Freeman" means Freeman Expositions, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

**2. FINAL CONTRACT BETWEEN THE PARTIES.** In exchange for Shipper's payments and Freeman's services, which the parties have specified in this Contract, Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman for inbound shipments and after loading on the applicable carrier for outbound shipments, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

**3. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED.** Freeman shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause other than the negligence of Freeman. Freeman shall not be bound to transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch.

**4. PACKAGING AND CRATES.** Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

**5. PERISHABLE GOODS.** Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage may be subject to additional charges. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper storage of the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by Freeman and before the trailer is received by Freeman. Freeman is not responsible for product deterioration caused by inherent vice, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the goods by Freeman. When a loaded trailer is received, Freeman will verify that the thermostatic controls are set to maintain trailer temperature as requested. Freeman is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Freeman. Air temperature at the unit sensor will be maintained within a proper range of plus or minus 5 degrees Fahrenheit of the temperature requested by Shipper on the face of the "Service Request and Shipping Instructions" if the goods were at that temperature when loaded into the container and if the temperature controls were properly set when the container was loaded.

**6. REFUSED SHIPMENTS.** If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of Freeman, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated in these instructions to receive notice.

(b) Storage charges, if applicable, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. When Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

**7. INSURANCE. Freeman IS NOT AN INSURER.** Shipper is responsible for obtaining insurance for its property. Freeman provides no insurance for Shipper or its property.

**8. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES.** Shipper understands that even if shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. **FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF FAIR MARKET VALUE.**

**(THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE,) OR \$5.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.** Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):** (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value. (e) For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, (excluding small package program shipments) **Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$100,000 PER SHIPMENT.** Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties: **(a) WHENEVER OR WHEREVER THE CLAIMED LOSS OR DAMAGE MAY OCCUR; (b) EVEN THOUGH THE ALLEGED LOSS OR DAMAGE IS CLAIMED TO RESULT FROM NEGLIGENCE, STRICT LIABILITY, PRODUCTS LIABILITY, BREACH OF CONTRACT, BREACH OF STATUTE OR REGULATION, OR ANY OTHER LEGAL THEORY OR CAUSE, AND; (c) EVEN THOUGH FREEMAN MAY HAVE BEEN ADVISED OR BE ON NOTICE OF THE POSSIBILITY OR EVEN THE PROBABILITY OF SUCH DAMAGES.**

### 9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

(a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper's account is current.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gasses, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of Freeman persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

**10. CLAIMS.** Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Sedgwick, PO Box 14151, Lexington, KY 40512-4151 as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 5 calendar days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Notice of concealed damage must be confirmed in writing. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

**11. CHOICE OF FORUM / ARBITRATION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF CONTRACT, TORT, COMMON LAW OR RELATING TO THE ENFORCEMENT OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be exclusively settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

**12. MISCELLANEOUS.** (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; (b) Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment. Shipper agrees that all shipments are subject to correction and final charges determined by the actual or re-weighted weight of the shipment.

**13. SMALL PACKAGE PROGRAM.** If items shipped via Freeman's Small Packages program are lost, damaged or destroyed while in Freeman's possession, **FREEMAN'S MAXIMUM LIABILITY SHALL BE \$100 per package UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.** If small packages are received by the Shipper and notice of loss or damage is not received by Freeman within 15 days of the delivery of the property, the parties agree that the presumption shall arise that the property was delivered in proper quantity and in good condition.

# WHAT ARE FREIGHT SERVICES?

As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

## How do I ship to the warehouse?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.
- Please call the number located on Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

## How do I ship to show site?

- Freight will be accepted only during exhibitor move-in. Please refer to Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

## What about prepaid or collect shipping charges?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid."
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

## How should I label my freight?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on Quick Facts.

## How do I estimate my Material Handling charges?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one "cwt." (one hundred weight). All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:

**Crated:** material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

**Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

**Uncrated:** material that is shipped loose or pad-wrapped, carpet and / or pad-only shipments, and / or unskidded machinery without proper lifting bars or hooks.

- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on Quick Facts. This includes both warehouse and show site shipments.

- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on Quick Facts.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on Quick Facts.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

## What happens to my empty containers during the show?

- Pick up "Empty Labels" at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

## How do I protect my materials after they are delivered to the show or before they are picked up after the show?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

## How do I ship my materials after the close of the show?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to Quick Facts for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted on Freeman's carrier choice or delivered back to the warehouse at the exhibitor's expense.
- For your convenience, show recommended carriers will be on site to handle outbound transportation.

## Where do I get a forklift?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

## Do I need insurance?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the enclosed Terms and Conditions.

## Other available services (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority empty return

# F R E E M A N

# F R E E M A N

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 Fax: (469) 621-5618  
FreemanNewYorkES@freemanco.com

**INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **INTERNATIONAL CONFERENCE ON MACHINE LEARNING / JUNE 19 - 24, 2016**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 201-299-7575 to speak with one of our experts.

**Let Freeman Online®** estimate your material handling charges for you. Log on to [www.freemanco.com/store](http://www.freemanco.com/store), select your show and click on "Estimate My Material Handling Costs". From Freeman Online® you can print extra shipping labels, get tips on how to package your freight and much more.

## MATERIAL HANDLING SERVICES

**CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

**SPECIAL HANDLING:** (See definitions on back) Material delivered in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS & DHL** are included in this category due to their delivery procedures.

**UNCRAVED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.

**CARPET AND/OR PAD ONLY:** Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

**STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M. Monday through Friday

**OVERTIME:** 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays  
(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	200 lb. Minimum
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### RATE CLASSIFICATIONS:

#### Warehouse Shipment (200 lb. minimum)

Crated or Skidded Shipment.....	\$194.75	389.50
Special Handling Shipment.....	\$252.75	505.50
Carpet and/or Pad Only Shipment.....	\$292.25	584.50

#### Show Site Shipment (200 lb. minimum)

Crated or Skidded Shipment.....	\$210.75	421.50
Special Handling Shipment.....	\$274.00	548.00
Uncrated or Pad Wrapped Shipment.....	\$315.75	631.50
Carpet and/or Pad Only Shipment.....	\$315.75	631.50

#### Small Package - Maximum weight is 30 lbs per shipment\*

Per Shipment.....	\$ 45.00
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\*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

### ADDITIONAL SURCHARGES:

#### Shipment Delivered after Deadline Date (in addition to above rates)

Warehouse Shipment after June 13, 2016.....	\$ 97.50	195.00
Show Site Shipment after June 20, 2016.....	\$105.50	211.00

#### Overtime Charge - Inbound (in addition to above rates)

Crated or Skidded Shipment.....	\$105.50	211.00
Special Handling Shipment.....	\$137.25	274.50
Uncrated or Pad Wrapped Shipment.....	\$158.25	316.50
Carpet and/or Pad Only Shipment.....	\$158.25	316.50

#### Overtime Charge - Outbound (in addition to above rates)

Crated or Skidded Shipment.....	\$105.50	211.00
Special Handling Shipment.....	\$137.25	274.50
Uncrated or Pad Wrapped Shipment.....	\$158.25	316.50
Carpet and/or Pad Only Shipment.....	\$158.25	316.50

Description	Weight CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =		
<b>Surcharges</b>	÷ 100 =		
<i>The warehouse will receive shipments Monday through Friday during the hours of 8:00 AM - 2:30 PM. To check on the arrival of freight, please call (201) 299-7575.</i>		8.875% Tax	N/A
		Total	

Freeman material handling

## SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to [www.freemanco.com/store](http://www.freemanco.com/store)

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

### **What is Ground Loading/Unloading?**

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

### **What is Constricted Space Loading/Unloading?**

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

### **What is Designated Piece Loading/Unloading?**

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

### **What are Stacked Shipments?**

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

### **What is Shipment Integrity?**

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

### **What is Alternate Delivery Location?**

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

### **What are Mixed Shipments?**

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Freeman defines special handling for mixed loads as having less than 50% of the volume as uncrated.

### **What does it mean if I have "No Documentation"?**

Shipments arrive from a small package carrier (including, among others, Federal Express, UPS & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

### **What is the difference between Crated and Uncrated Shipments?**

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting points.

### **What about carpet only shipments?**

Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

## Inbound Shipping Instructions – Guest / Event Packages

Please follow the recommended label addressing standards, illustrated below, to prevent package routing delays. All packages received by FedEx Office require a release signature before being released from FedEx Office's custody to the intended recipient. Release signatures are captured at the time of package pick-up from the FedEx Office Business Center or during delivery of package(s) to the recipient. Inbound receiving and applicable delivery fees will be applied on a per package basis, as outlined in the fee schedule below. These fees are applied in addition to any shipping/transportation charges.

Please use the name of the recipient whom will be onsite to receive and sign for the package(s). Please do not address your package(s) to Hotel Staff or a Show Manager as this could cause confusion in package sorting or your package(s) to be delayed. Packages (excluding pallets/crates) will be available for pick-up inside of the FedEx Office Business Center. Package deliveries may be scheduled by contacting the FedEx Office Business Center at (212) 575-5047. Package deliveries should only be scheduled after the recipient has checked into the hotel.

Please schedule your shipment(s) to arrive 1 - 2 days prior to the event start date.

### Event Shipment(s) – Label Standard:

Affix a label with the following information (in addition to the airbill).

**New York Marriott Marquis**  
**(Event Name)**  
 Hold For Guest: **(Guest Name) (Arrival Date)**  
**(Guest Cell Number)**  
 1535 Broadway  
 New York, NY, 10036

### Individual Shipment(s) – Label Standard:

Affix a label with the following information (in addition to the airbill).

**New York Marriott Marquis**  
 Hold For Guest: **(Guest Name) (Arrival Date)**  
**(Guest Cell Number)**  
 1535 Broadway  
 New York, NY, 10036

## Outbound Shipping Instructions – Guest / Event Packages

All outbound packages must have a completed carrier airbill affixed to each package. Packaging supplies (boxes, tapes, and etc.) are available for purchase within the FedEx Office Business Center. FedEx Express shipping supplies and airbill forms are also available and are complimentary. Outbound packages being picked up by a third party courier should be coordinated in advance with a FedEx Office team member. Outbound Handling Fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation fees.

## Package Handling Fees

Package handling fees may be charged to a guest room, master account, FedEx account, or billed to a credit card. Fees are applied on a per item basis.

Weight Class	Inbound Receiving/Delivery Fee	Outbound Pickup/Handling Fee
0.0 – 1.0 lbs.	\$10.00	\$10.00
1.1 – 10.0 lbs.	\$15.00	\$15.00
10.1 – 20.0 lbs.	\$25.00	\$25.00
20.1 – 30.0 lbs.	\$35.00	\$35.00
30.1 – 40.0 lbs.	\$55.00	\$55.00
40.1 – 50.0 lbs.	\$55.00	\$55.00
50.1 – 60.0 lbs.	\$55.00	\$55.00
60.0 lbs. and Over	\$75.00	\$75.00
Crate & Pallet *	.75 p/ lb. (\$250.00 Minimum)	.75 p/ lb. (\$250.00 Minimum)

\* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of .75 p/ lb. (\$250.00 Minimum), which is applied to each pallet/crate handled. A Labor fee of \$70.00 per hour will apply for breaking down pallets, building pallets, or excessive package handling/moving due to a customer's request. The Labor fee can be charged in 15 minute increments.

## Package Storage and Oversize Item Fees

Package Storage Fees will apply to each package received and stored for more than five calendar days. Items measuring over 6.5 feet on all sides are considered oversize and will be assessed the Oversize Fee if stored for more than five calendar days.

Days	Storage Fee/Day	Oversize Fee/Day
1 – 5 Days	No Charge	No Charge
6 – 7 Days	\$25.00	\$25.00
8 Days and Over	\$50.00	\$25.00

**Terms & Conditions:** Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Hotel nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Hotel nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt at the Hotel, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Hotel, you agree to be bound by any additional terms and conditions that the Hotel or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.

# **DRIVING DIRECTIONS TO THE FREEMAN WAREHOUSE**

## **1 RAILROAD PLACE, MASPETH, NY 11378**

### **FROM THE NORTH**

Take I-95 South to I-295 South to Throggs Neck Bridge – go over bridge to I-295 South (Clearview Expressway) – take Exit 4E-W5 onto I-495 West (Long Island Expressway) – take I-495 West to exit 18 toward Maurice Ave – turn left onto Maurice Ave – at 2nd traffic light, bear right onto 55th Dr – go one block, turn left onto 58th St – bear right onto Maspeth Ave - turn right onto Railroad Pl – turn left at the end of the street into driveway and proceed through gate.

### **FROM THE SOUTH**

Take I-95 North to Exit 10 – follow signs for 440/Verrazano Bridge – take I-278 East over Verrazano to I-278 East (Brooklyn Queens Expressway) – take Exit 35 to I-495 East – follow signs to Maurice Ave (Exit 18) – ride Service Road to Maurice Ave – turn right onto Maurice Ave - turn right onto 55th Dr – one block, turn left onto 58th St – bear right onto Maspeth Ave - turn right onto Railroad Pl – turn left at the end of the street into driveway and proceed through gate.

### **FROM THE WEST**

Take I-80 East over George Washington Bridge – follow signs for Triboro Bridge (RFK) – go over bridge – trucks MUST exit to Service Road – ride Service Road to enter I-278 West – take I-278 West to Exit 36A to 58th St – turn left onto 58th St – bear right onto Maspeth Ave - turn right onto Railroad Pl – turn left at the end of the street into driveway and proceed through gate.

### **FROM THE EAST**

Take I-495 West to exit 18 toward Maurice Ave – turn left onto Maurice Ave – at 2nd traffic light, bear right onto 55th Dr – go one block, turn left onto 58th St – bear right onto Maspeth Ave - turn right onto Railroad Pl – turn left at the end of the street into driveway and proceed through gate.

**F R E E M A N**

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 Fax: (469) 621-5618  
FreemanNewYorkES@freemanco.com

**OUTBOUND MATERIAL HANDLING  
AND SHIPPING LABELS**NAME OF SHOW: **INTERNATIONAL CONFERENCE ON MACHINE LEARNING / JUNE 19 - 24, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE  
WOULD BE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE.  
TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

**SHIPPING INFORMATION**

SHIP TO: COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

PHONE#: \_\_\_\_\_ ATTN: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

BILL TO: ☐ Same as Ship to:

COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

**METHOD OF SHIPMENT**

Select a Carrier:

☐ Freeman Exhibit Transportation☐ Other Carrier

No need to schedule your outbound shipment.  
Charges will appear on your Freeman invoice.

Carrier Name: \_\_\_\_\_

Carrier Phone: \_\_\_\_\_

Freeman will make arrangements for all Freeman Exhibit Transportation shipments.  
Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Select a Level of Service:

☐ 1 Day: Delivery next business day☐ Standard Ground☐ 2 Day: Delivery by 5:00 P.M. second business day☐ Specialized: Pad wrapped, uncrated, or truckload☐ Deferred: Delivery within 3-5 business days

Select Shipment Options (if applicable)

☐ Have loading dock☐ Lift gate required☐ Inside delivery☐ Air ride required☐ Pad wrap required☐ Residential☐ Do not stack

Select Desired Number of Labels: \_\_\_\_\_

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at exhibitor's expense.

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

**RECEIVING DATE BEGINS: MAY 23, 2016**

**DEADLINE DATE IS: JUNE 13, 2016**

**TO: \_\_\_\_\_**

***EXHIBITOR NAME***

**C/O: FREEMAN  
1 RAILROAD PLACE**

**MASPETH, NY 11378**

**WAREHOUSE**

**EVENT: *INTERNATIONAL CONFERENCE ON  
MACHINE LEARNING***

**BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS**

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

**RECEIVING DATE BEGINS: MAY 23, 2016**

**DEADLINE DATE IS: JUNE 13, 2016**

**TO: \_\_\_\_\_**

***EXHIBITOR NAME***

**C/O: FREEMAN  
1 RAILROAD PLACE**

**MASPETH, NY 11378**

**WAREHOUSE**

**EVENT: *INTERNATIONAL CONFERENCE ON  
MACHINE LEARNING***

**BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS**

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.  
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***CANNOT DELIVER BEFORE JUNE 20, 2016***

**TO:**

*EXHIBITOR NAME*

**C/O: FREEMAN**

**NEW YORK MARRIOTT MARQUIS  
1535 BROADWAY**

**NEW YORK, NY 10036-4098**

**SHOW SITE**

***INTERNATIONAL CONFERENCE ON  
MACHINE LEARNING***

**EVENT:**

**BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS**

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***CANNOT DELIVER BEFORE JUNE 20, 2016***

**TO:**

*EXHIBITOR NAME*

**C/O: FREEMAN**

**NEW YORK MARRIOTT MARQUIS  
1535 BROADWAY**

**NEW YORK, NY 10036-4098**

**SHOW SITE**

***INTERNATIONAL CONFERENCE ON  
MACHINE LEARNING***

**EVENT:**

**BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS**

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.  
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.



# FURNISHING essentials

## seating

When it comes to basic seating needs, look no further than Freeman. Our wide array of well-designed modern chairs, armchairs and stools will serve any exhibitor's show space requirements.

### diva series

Natural blonde wood and matte chrome finish highlight this sleek Italian design.

#### diva counter stool

17"W 16"L 36"H – N71092

The intermediate 25" seating height makes this stool ideal for theater or demo areas.

#### diva chair

18"W 16"L 31"H – N71091

A natural complement to modern exhibit designs.



### gray gaslift stool

24"W 20"L 46"H

With Arms – N71048

No Arms – N71047

### gray gaslift chair

26"W 20"L 38"H

With Arms – N71046

No Arms – N71045

Telescoping height adjustment; five-caster base rolls with ease.



## seating

### cherry barrel chair

*Cranberry or Taupe*

23"W 22"L 29"H – N71038

Traditional style in a cherry finish with classic fabric pattern options.



### executive chair

*Black Tweed*

28"W 25"L 45"H – N71044



### black diamond side chair

21"W 23"L 32"H – N71089

### black diamond armchair

20"W 21"L 33"H – N71090



### diplomat chair

*Black Diamond Fabric*

25"W 28"L 36"H – N710144

Comfortable, yet compact for office or conference table seating.



## seating

### **limerick® stool by Herman Miller**

*Gray*

18"W 17.75"L 44"H – C210109

### **limerick® chair by Herman Miller**

*Gray*

18"W 17.75"L 33"H – C210108



### **black diamond stool**

22"W 18"L 46"H – N71088



soho bistro table (page 6)

# lounge seating

Give your exhibit a casual yet practical look with Freeman's superior lounge seating. Pick from a large selection of couches, loveseats, chairs and barstools that are sure to take your exhibit design to the next level.



### **signature loveseat**

*Black*

33"W 60"L 33"H – N73091

Deeply comfortable sofa-style seating in a sleek, contemporary shape.

### **signature chair**

*Black*

33"W 35"L 33"H – N71093



# tables

What Freeman always brings to the table is professionalism, and nothing says more about your meeting space and/or show site than your surfaces and tabletops. Choose from modern glass conference tables, traditional cocktail, end tables and much more.

## glass conference table

*Black or Chrome Pedestal*

42"W 42"L 30"H – N72015

Rounded square glass top is supported by stylish metal frame in a choice of two colors.



## cherry cocktail table

19"W 36"L 17"H – N72026

## cherry end table

20"W 20"L 20"H – N72027



Milano Table (page 7)  
Diplomat Chair (page 3)

## tables

### pedestal tables

A range of table-top sizes and materials with pedestals in various heights to fit any space.

#### soho series

Black-Top Mini	18" Round 18"H	N72066
Black-Top Café	24" Round 30"H	N72069
Black-Top Bistro	24" Round 42"H	N72070
Black-Top Café	36" Round 30"H	N72067
Black-Top Bistro	36" Round 42"H	N72068



#### chelsea series

Butcher Block-Top Café	30" Round 30"H	N72063
	36" Round 30"H	N72064
Butcher Block-Top Bistro	30" Round 42"H	N720163
	36" Round 42"H	N720164



#### metro series

*Black*

##### slate end table

20"W 20"L 17"H – N72029

##### slate cocktail table

20"W 40"L 15"H – N72028



#### studio series

##### black end table

17"W 17"L 18"H – C115104

##### black cocktail table

36"W 20"L 15"H – C115103



# office furniture

When it's time to set up office, Freeman offers a wide selection of superior, professional pieces in eye-catching shapes and styles to suit any budget and/or design essential. From classic credenzas and bookcases to professional seating, we've got all your office furniture requirements.



Cherry Tables (page 5)  
Cherry Barrel Chairs (page 3)  
Black Table Lamp (page 11)

## office series

Cherry or Oak

### five-foot desk

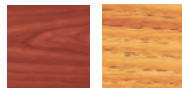
30"W 60"L 30"H  
Cherry – N74061  
Oak – N74071

### credenza

16"W 60"L 30"H  
Cherry – N74064  
Oak – N74074

### bookcase

12"W 36"L 72"H  
Cherry – N74065  
Oak – N74075



### milano table

42"W 84"L 29"H  
*Blonde Top with Black Base* – N72093  
*Black Top with Black Base* – N72092

Freeman's latest seven-foot conference table, featuring clean curved lines and a wealth of work space.



### luna table

36"W 72"L 29"H  
*Black Top with Black Base* – N72094

This contemporary six-foot conference table or writing desk comes with a black laminate top.



### hemingway writing table

*Black*  
24"W 49"L 29"H – N720191





# display

Some of the most essential elements of your exhibit are the surfaces on which you display your show materials. That's why we have an appealing variety of displays, from standing cylinders to sleek computer desks to draped table counters, to ensure your show space will be both attractive and interactive.

## draped or undraped table counters

Colored draping includes white vinyl top and pleated skirt on three sides. Fourth-side draping is available. Undraped tables include white vinyl tops.









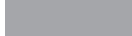



<b>tables</b> (30" height)	<b>3'</b>	<b>4'</b>	<b>6'</b>	<b>8'</b>				
Draped	C130330	C130430	C130630	C130830	<i>black</i>	<i>blue</i>	<i>brown</i>	<i>dark green</i>
Draped on fourth side			C12404630	C12404830				
Undraped	C131330	C131430	C131630	C131830				
					<i>flax</i>	<i>gold</i>	<i>gray</i>	<i>plum</i>
<b>counters</b> (42" height)								
Draped	C130342	C130442	C130642	C130842	<i>red</i>	<i>white</i>		
Draped on fourth side			C12404642	C12404842				
Undraped	C131342	C131442	C131642	C131842				

Table-top risers are also available in a variety of sizes. See order form for details.

## display

### display cubes

*Black*

#### 12" small

12"W 12"L 42"H – N75030

#### 18" medium

18"W 18"L 36"H – N75031

#### 24" large

24"W 24"L 42"H – N75032



### display cylinders

*Black*

#### low

30"W 15"H – N75020

#### medium

18"W 20"H – N75021

#### high

24"W 36"H – N75022



### display counter

*Black*

24"W 49"L 42"H – N72056



### orion computer kiosk

*Black*

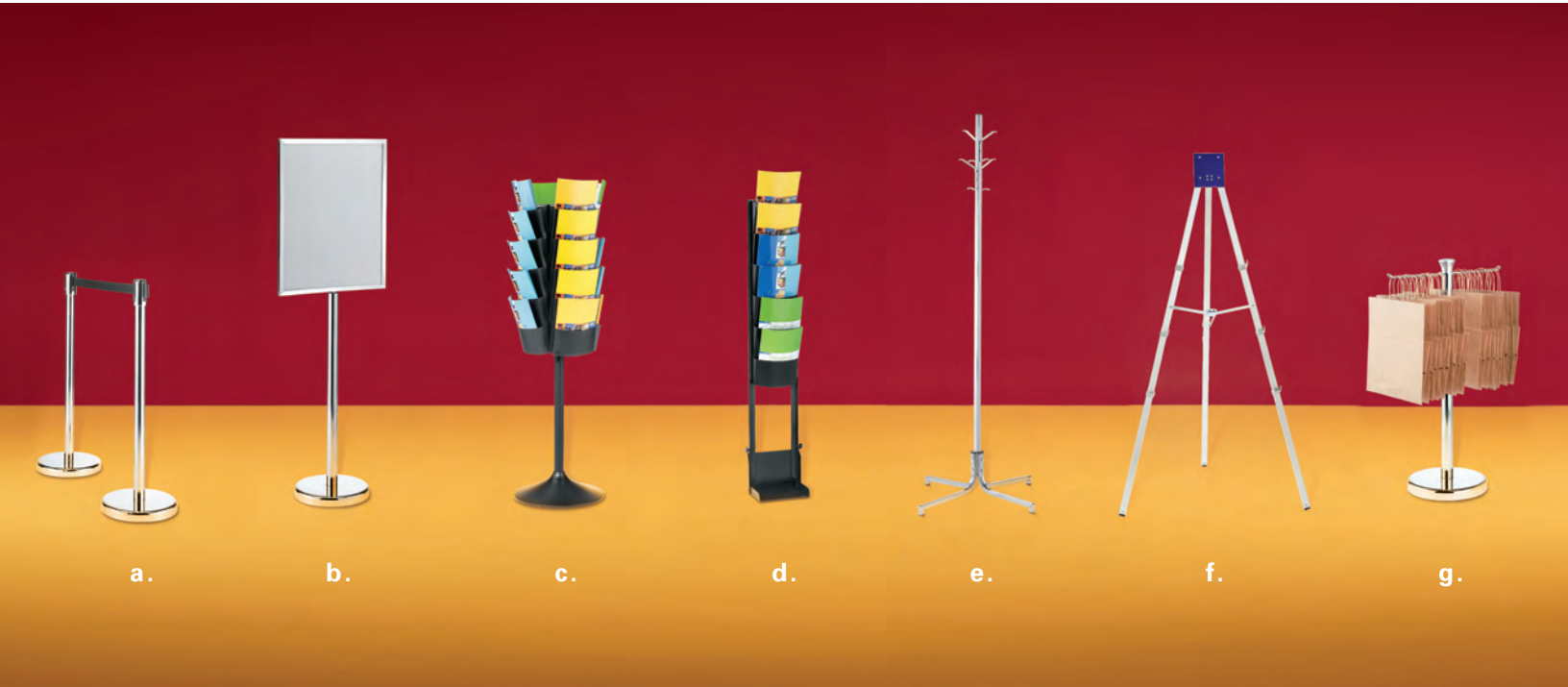
28"L 28"D 40.5"H – N75079

Pedestal for computer demo with keyboard tray and interior storage. (Computer not included.)



# accessories

We know that every exhibit is different and requires certain pieces that may be hard to find. That's why we offer an assortment of accessories that will meet your needs, from literature racks to bulletin boards to refrigerators and file cabinets. No matter the requirement, your exhibit will always stand out with these striking and functional pieces.



**a. chrome stanchion with 8' retractable belt**

42"H – C220121

**b. chrome sign holder**

Holds 22"x 28" sign – C220118

**c. round literature rack**

17"W 17"L 57"H – N750135

Revolving black display holds printed materials for easy access from 20 pockets.

**d. flat literature rack**

10"W 55"H – N750136

Forward-facing black display presents printed materials in six pockets.

**e. chrome coat tree**

C220109

**f. chrome easel**

C220134

**g. chrome bag rack**

C220110

**special draping**

*(not pictured)*

Special drape is available in a variety of colors. Refer to the order form for details.

## accessories

### file cabinet with lock

Standard Size

#### two-drawer

15"W 29"L 28"H – N74082

#### four-drawer

15"W 29"L 50"H – N74081



### floor-standing bulletin board

48"W 96"L 78"H – C10201484



### table lamp\*

Black

25"H – N75052



### small refrigerator\*

19"W 19"L 34"H – N75057



### wastebasket

Wastebasket color may vary.

C220107



### corrugated wastebasket

C220106



\*Note: Electrical power must be ordered separately.

# F R E E M A N

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Kearny, NJ 07032  
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FreemanNewYorkES@freemanco.com

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**DEADLINE DATE**

**MAY 30, 2016**

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PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **INTERNATIONAL CONFERENCE ON MACHINE LEARNING / JUNE 19 - 24, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: **X**

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

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## FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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### CHAIRS

___	N71092	Diva Counter Stool .....	287.40	316.15	402.35	___
___	N71091	Diva Chair .....	268.10	294.90	375.35	___
___	N710144	Diplomat Chair .....	399.65	439.60	559.50	___
___	N71038	Cherry Barrel Chair .....	297.35	327.10	416.30	___
		<input type="checkbox"/> Cranberry <input type="checkbox"/> Taupe				
___	N71048	Gray Gaslift Stool w/Arms .	457.05	502.75	639.85	___
___	N71047	Gray Gaslift Stool .....	411.50	452.65	576.10	___
___	N71046	Gray Gaslift Chair w/Arms ..	422.70	464.95	591.80	___
___	N71045	Gray Gaslift Chair .....	331.00	364.10	463.40	___
___	N71044	Executive Chair .....	425.40	467.95	595.55	___
___	N71089	Black Diamond Side Chair..	178.70	196.55	250.20	___
___	N71090	Black Diamond Arm Chair..	202.65	222.90	283.70	___

### CHAIRS

___	N71088	Black Diamond Stool .....	249.30	274.25	349.00	___
___	C210108	Limerick® Chair.....	104.40	114.85	146.15	___
		by Herman Miller				
___	C210109	Limerick® Stool.....	180.80	198.90	253.10	___
		by Herman Miller				

### LOUNGE SEATING

___	N73091	Signature Loveseat .....	1,432.95	1,576.25	2,006.15	___
___	N71093	Signature Chair .....	616.00	677.60	862.40	___

### TABLES

___	N72026	Cherry Cocktail Table.....	225.80	248.40	316.10	___
___	N72027	Cherry End Table.....	166.10	182.70	232.55	___
___	N72015	Glass Conference Table.....	587.25	646.00	822.15	___
		<input type="checkbox"/> Black <input type="checkbox"/> Chrome				
___	N72028	Metro Slate Cocktail Table...	122.65	134.90	171.70	___
___	N72029	Metro Slate End Table.....	122.65	134.90	171.70	___
___	C115103	Studio Black Cocktail Table.	122.65	134.90	171.70	___
___	C115104	Studio Black End Table.....	122.65	134.90	171.70	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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### TABLES

<b>Pedestal Tables - SoHo Series</b>						
___	N72066	Black-top Mini 18"W x 18"H ....	189.00	207.90	264.60	___
___	N72069	Black-top Cafe 24"W x 30"H ...	234.80	258.30	328.70	___
___	N72070	Black-top Bistro 24"W x 42"H	234.80	258.30	328.70	___
___	N72067	Black-top Café Table 36"x30".	242.85	267.15	340.00	___
___	N72068	Black-top Bistro 36"W x 42"H ..	279.50	307.45	391.30	___
<b>Pedestal Tables - Chelsea Series - Butcher Block Top</b>						
___	N72063	Café Table 30"W x 30"H .....	234.80	258.30	328.70	___
___	N72064	Café Table 36"W x 30"H .....	234.80	258.30	328.70	___
___	N720163	Bistro Table 30"W x 42"H .....	234.80	258.30	328.70	___
___	N720164	Bistro Table 36"W x 42"H .....	234.80	258.30	328.70	___

### OFFICE FURNITURE

___	N72093	Milano Table/Blonde Top .....	587.25	646.00	822.15	___
___	N72092	Milano Table/Black Top .....	587.25	646.00	822.15	___
___	N72094	Luna Table/Black Top .....	696.25	765.90	974.75	___
___	N720191	Hemingway Writing Table .....	565.75	622.35	792.05	___
___	N74061	Cherry Desk 5' .....	587.25	646.00	822.15	___
___	N74065	Cherry Bookcase .....	587.25	646.00	822.15	___
___	N74064	Cherry Credenza .....	425.25	467.80	595.35	___
___	N74071	Oak Desk 5' .....	587.25	646.00	822.15	___
___	N74075	Oak Bookcase .....	587.25	646.00	822.15	___
___	N74074	Oak Credenza .....	425.25	467.80	595.35	___

### DISPLAY FURNITURE

___	N72056	Display Counter.....	301.35	331.50	421.90	___
___	N75079	Orion Computer Kiosk.....	439.45	483.40	615.25	___
___	N75030	Black Display Cube/Small.....	272.10	299.30	380.95	___
___	N75031	Black Display Cube/Medium....	290.00	319.00	406.00	___
___	N75032	Black Display Cube/Large.....	328.75	361.65	460.25	___

<b>Display Cylinders</b>						
___	N75020	Black Display Cylinder/Low.	272.10	299.30	380.95	___
___	N75021	Black Display Cylinder/Med.	272.10	299.30	380.95	___
___	N75022	Black Display Cylinder/Lg....	272.10	299.30	380.95	___

Remember to select a color for items  
with checkboxes. A color will be  
selected for you if not indicated.

furnishing essentials  
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NAME OF SHOW: **INTERNATIONAL CONFERENCE ON MACHINE LEARNING / JUNE 19 - 24, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH:: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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## FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>DISPLAY FURNITURE (continued)</b>						
<b>Draped Tables - Tables are 24" wide</b>						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Dark Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White						
_____	C130330	Draped Table 3'L x 30"H.....	N/A	N/A	N/A	_____
_____	C130430	Draped Table 4'L x 30"H.....	207.85	228.65	291.00	_____
_____	C130630	Draped Table 6'L x 30"H.....	255.35	280.90	357.50	_____
_____	C130830	Draped Table 8'L x 30"H.....	293.05	322.35	410.25	_____
_____	C1240463	4th Side Drape 6'L x 30"H...	63.55	69.90	88.95	_____
_____	C1240483	4th Side Drape 8'L x 30"H...	63.55	69.90	88.95	_____
_____	C130342	Draped Counter 3'L x 42"H.	N/A	N/A	N/A	_____
_____	C130442	Draped Counter 4'L x 42"H.	293.05	322.35	410.25	_____
_____	C130642	Draped Counter 6'L x 42"H.	312.30	343.55	437.20	_____
_____	C130842	Draped Counter 8'L x 42"H.	364.35	400.80	510.10	_____
_____	C1240464	4th Side Drape 6'L x 42"H...	77.05	84.75	107.85	_____
_____	C1240484	4th Side Drape 8'L x 42"H...	77.05	84.75	107.85	_____

<b>Undraped Tables - Tables are 24" wide</b>						
_____	C131330	Undraped Table 3'L x 30"H..	N/A	N/A	N/A	_____
_____	C131430	Undraped Table 4'L x 30"H..	77.05	84.75	107.85	_____
_____	C131630	Undraped Table 6'L x 30"H..	94.95	104.45	132.95	_____
_____	C131830	Undraped Table 8'L x 30"H..	112.25	123.50	157.15	_____
_____	C131342	Undraped Counter 3'Lx42"H	N/A	N/A	N/A	_____
_____	C131442	Undraped Counter 4'Lx42"H	106.85	117.55	149.60	_____
_____	C131642	Undraped Counter 6'Lx42"H	122.65	134.90	171.70	_____
_____	C131842	Undraped Counter 8'Lx42"H	140.55	154.60	196.75	_____

<b>Table Top Risers - Risers are 8" wide</b>						
_____	C1504100	Black 4'L x 7"H				_____
		Corrugated Riser.....	29.25	32.20	40.95	_____
_____	C1504101	White 4'L x 7"H				_____
		Corrugated Riser.....	29.25	32.20	40.95	_____
_____	C1506100	Black 6'L x 7"H				_____
		Corrugated Riser.....	34.25	37.70	47.95	_____
_____	C1506101	White 6'L x 7"H				_____
		Corrugated Riser.....	34.25	37.70	47.95	_____
_____	C1508100	Black 8'L x 7"H				_____
		Corrugated Riser.....	39.50	43.45	55.30	_____
_____	C1508101	White 8'L x 7"H				_____
		Corrugated Riser.....	39.50	43.45	55.30	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>DISPLAY FURNITURE (continued)</b>						
<b>Table Top Risers - Risers are 8" wide</b>						
_____	C1504200	Black 4'L x 14"H				_____
		Corrugated Riser.....	44.75	49.25	62.65	_____
_____	C1504201	White 4'L x 14"H				_____
		Corrugated Riser.....	44.75	49.25	62.65	_____
_____	C1506200	Black 6'L x 14"H				_____
		Corrugated Riser.....	54.75	60.25	76.65	_____
_____	C1506201	White 6'L x 14"H				_____
		Corrugated Riser.....	54.75	60.25	76.65	_____
_____	C1508200	Black 8'L x 14"H				_____
		Corrugated Riser.....	64.75	71.25	90.65	_____
_____	C1508201	White 8'L x 14"H				_____
		Corrugated Riser.....	64.75	71.25	90.65	_____

<b>ACCESSORIES</b>						
_____	C220121	Chrome Stanchion w/belt ..	96.70	106.35	135.40	_____
_____	C220118	Chrome Sign Holder .....	127.55	140.30	178.55	_____
_____	N750135	Round Literature Rack .....	276.70	304.35	387.40	_____
_____	N750136	Flat Literature Rack .....	236.95	260.65	331.75	_____
_____	C220109	Chrome Coat Tree .....	78.45	86.30	109.85	_____
_____	C220134	Chrome Easel .....	53.85	59.25	75.40	_____
_____	C220110	Chrome Bag Rack .....	171.10	188.20	239.55	_____
_____	220107	Wastebasket .....	N/A	N/A	N/A	_____
_____	220106	Corrugated Wastebasket.....	30.70	33.75	43.00	_____
_____	N75057	Small Refrigerator .....	680.75	748.85	953.05	_____
_____	N75052	Black Table Lamp .....	201.55	221.70	282.15	_____
_____	N74082	File Cabinet/2 Drawer .....	255.70	281.25	358.00	_____
_____	N74081	File Cabinet/4 Drawer .....	331.95	365.15	464.75	_____
_____	10201484	Bulletin Board .....	457.70	503.45	640.80	_____

<b>Special Drape</b>						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Dark Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White						
_____	12103	Special Drape 3'H (per ft.) ..	25.15	27.65	35.20	_____
_____	12108	Special Drape 8'H (per ft.) ...	31.95	35.15	44.75	_____

TOTAL COST		
_____	+	_____
_____	=	_____
Sub-Total	8.875 % Tax	Total Cost

Remember to select a color for items with checkboxes. A color will be selected for you if not indicated.



# SELECT furnishings

## seating

Sit back and relax – your search for comfortable seating is over. Choose from a sleek selection of sofas, loveseats and chairs that are sure to take your exhibit design to the next level.

### naples



#### chair

*Black Leather*

36" L 30" D 28" H – 810119

Powered options available



#### loveseat

*Black Leather*

62" L 30" D 28" H – 830120

Powered options available



#### sofa

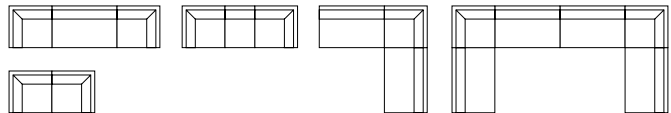
*Black Leather*

87" L 30" D 28" H – 830119

Powered options available

### heathrow

#### possible configurations:



#### armless chair

*Black Leather*

24" L 24" D 28" H – 810116



#### corner chair

*Black Leather*

24" L 24" D 28" H – 810117



#### sofa

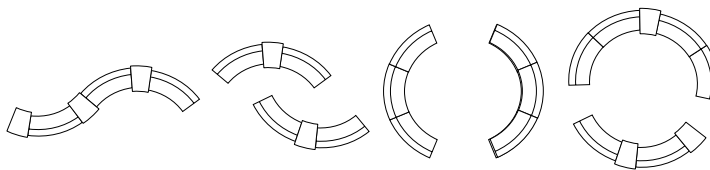
*Black Leather*

48" L 24" D 28" H – 830116

See pages 17, 18, 19 and 20 for all Powered options.

## south beach

### possible configurations



#### sofa

*Platinum Suede*

69" L 29" D 33" H – 8301



#### ottoman

*Platinum Suede*

25" L 31" D 18" H – 8151

## key largo



#### loveseat

*Black Fabric*

57" L 35" D 34" H – 830950



#### sofa

*Black Fabric*

79" L 35" D 34" H – 830951



#### chair

*Black Fabric*

35" L 35" D 34" H – 810950

## seating



### allegro

#### chair

*Blue Fabric*  
36"L 34.5"D 30"H – 81019

#### sofa

*Blue Fabric*  
73"L 34.5"D 29.5"H – 83015



### fairfax

#### chair

*White Vinyl/Brushed Metal*  
27"L 26"D 30"H – 810949

#### sofa

*White Vinyl/Brushed Metal*  
62"L 26"D 30"H – 830949



### tangiers

#### chair

*Beige Fabric*  
34"L 37"D 36"H – 810118

#### sofa

*Beige Fabric*  
78"L 37"D 36"H – 830118



### roma

#### chair

*White Vinyl*  
37"L 31"D 33"H – 81020  
⚡ Powered options available

#### sofa

*White Vinyl*  
78"L 31"D 33"H – 83016  
⚡ Powered options available



⚡ See pages 17, 18, 19 and 20 for all Powered options.

# casual seating

Look no further for a great variety of informal, modern seating options. Here you will find chairs, sofas, stools, ottomans – even sophisticated bar sets – that turn exhibits into destinations.

## ottomans

---

### endless square

*Black Leather* – 815123  
*White Leather* – 815122  
 34" L 34" D 15" H



### endless curved ottoman

*White Leather* – 815953  
*Black Leather* – 815952  
 60.5" L 37.5" D 15" H



### leather cube

*Black Leather* – 81512  
*White Leather* – 81511  
 17" L 17" D 18" H



### edge LED cube ottoman\*

*High Density Plastic*  
 20" L 20" D 20" H – 81526



\*Electrical power must be ordered separately.

## ottomans

---

### ottoman bench

*Black Leather – 815121*

*White Leather – 815120*

60"L 20"D 18"H



### vibe cube

*Blue Vinyl – 81518*

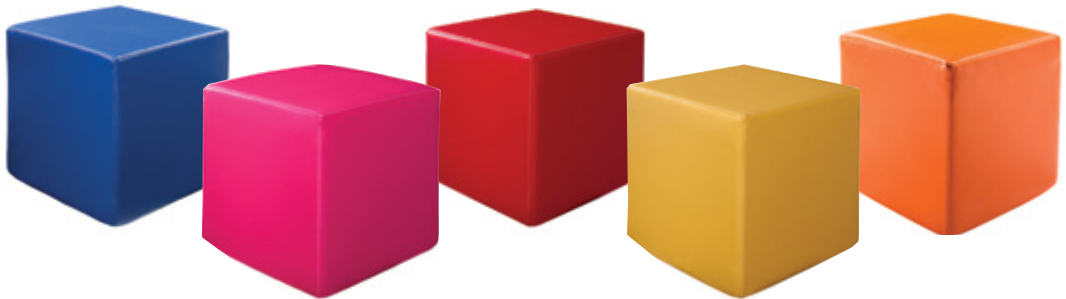
*Pink Vinyl – 81520*

*Red Vinyl – 81519*

*Yellow Vinyl – 81517*

*Orange Vinyl – 81525*

18"L 18"D 18"H



## occasional chairs

---

### madrid chair

*Black Leather/Chrome*

30"L 30"D 31"H – 8102



### madrid chair

*White Leather/Chrome*

30"L 30"D 31"H – 810816



## occasional chairs

### meeting chair

*White Vinyl* – 810948

*Espresso Bonded Leather* – 810835

*Taupe Microfiber* – 810836

25.5" L 23.5" D 34" H



### wendy chair

*Clear Acrylic*

15" L 19.7" D 35.8" H – 810847



### swanson chair

*White Vinyl*

28" L 25" D 18" H – 810875



### ICE side chair

*Transparent*

17.25" L 20" D 32" H – 810814



### fusion chair (white/black)

*White/Black High Density Plastic*

19" L 21" D 32" H – 810838



## occasional chairs

### razor armless chair

*White High Density Plastic*

15.38"L 15.5"D 30.5"H – 810837



### new york chair

*Onyx/Maple Wood/Chrome*

23"L 32"D 33"H – 81090



### tub chair

*Black Fabric*

31"L 31"D 31"H – 8103



### madden chair

*Light Gray Vinyl*

27"L 32"D 33"H – 810843



### christopher chair

*White Vinyl/Chrome*

17"L 19"D 35"H – 810846



### rustique chair with arms

*Gunmetal*

20"L 18"D 31"H – 810841



## occasional chairs

---

### berlin stack chair

*White & Red Plastic/Chrome – 810811*

*White & Black Plastic/Chrome – 810810*

18"L 22"D 32"H



## conference chairs

---

### labrea chair

*Charcoal Gray Fabric*

35"L 27"D 40"H – 810874



### altura junior executive chair

*Black Fabric*

25"L 25"D 37"H

Adjustable – 81073



## conference chairs

### altura conference/ guest chair

*Black Fabric/Black Steel*  
25"L 20"D 34"H - 81063



### luxor executive chair

*Black Leather*  
27"L 28"D 47"H  
Adjustable - 810807



### pro executive mid back chair

*White Vinyl*  
24"L 22"D 40"H - 810945



### pro executive guest chair

*Black Vinyl*  
24"L 22"D 36"H - 810947



### pro executive high back chair

*White Vinyl* - 810844  
*Black Vinyl* - 810946  
25"L 24"D 48"H



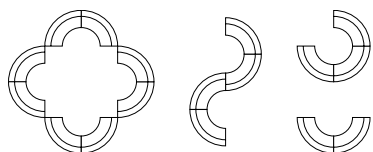
## bars & barstools

### **martini bar**

*Gray metal rounded bar with frosted glass top and chrome legs*

67"L 50"D 47"H – Radius 76.5" – 8501

**possible configurations:**



### **lift hydraulic barstool**

*Gray Vinyl/Chrome – 810872*

*Red Vinyl/Chrome – 810873*

*Black Vinyl/Chrome – 810871*

*White Vinyl/Chrome – 810870*

15" Round 23-33.5"H Adjustable



### **apex barstool**

*Black Vinyl – 33010*

*Blue Ultra Suede – 3309*

*Red Vinyl – 33042*

*White Vinyl – 33043*

21"L 21"D 33"H



## bars & barstools

### ICE barstool

*Transparent/Chrome Legs*  
16.75"L 16"D 37.75"H – 810815



### rustique barstool

*Gunmetal*  
13"L 13"D 30"H – 810839



### shark swivel barstool

*White Plastic/Chrome*  
22"L 19"D 34-44"H  
Adjustable – 810202



### christopher barstool

*White*  
19"L 15"D 41"H – 810848



### jetson barstool

*Black Vinyl/Black Steel*  
18"L 19"D 29"H – 810706



### gin barstool

*Maple Wood/Chrome*  
16"L 16"D 29"H – 810505



## bars & barstools

### oslo barstool

*Blue Plastic/Chrome – 810200*

*White Plastic/Chrome – 810201*

17"L 20"D 30"H



### zoey barstool

*White Vinyl/Chrome – 810840*

*Black Vinyl/Chrome – 810834*

15"L 17"D 31-35"H



### banana barstool

*White Vinyl/Chrome – 810103*

*Black Vinyl/Chrome – 810104*

21"L 22"D 30"H



# tables

Bring professionalism to the table with our sleek variety of surfaces and tabletops.

Choose from modern glass tops and more.

## occasional end & cocktail tables



### inspiration

#### end table

*Tempered Glass/Painted Steel*  
24" L 28" D 22" H – 82023

#### table

*Tempered Glass/Painted Steel*  
42" L 28" D 18" H – 82022



### geo

#### end table

*Glass/Black Steel* – 82025  
*Glass/Chrome* – 82035  
26" L 26" D 20" H

#### table

*Glass/Black Steel* – 82024  
*Glass/Chrome* – 82034  
50" L 22" D 16" H




### sydney

#### end table


*Black Laminate/Brushed Steel* – 82054  
*White Laminate/Brushed Steel* – 82055  
27" L 23" D 22" H

#### table

*Black Laminate/Brushed Steel* – 82052  
*White Laminate/Brushed Steel* – 82053  
48" L 26" D 18" H

 Powered options available



 See pages 17, 18, 19 and 20 for all Powered options.

## occasional end & cocktail tables



### silverado

#### end table

*Tempered Glass/Painted Steel*  
24" Round 22"H – 82015

#### table

*Tempered Glass/Painted Steel*  
36" Round 17"H – 82014



### regis

#### end table

*Brushed Metal*  
16"L 15.5"D 16.5"H – 82075

#### bench/table

*Brushed Metal*  
47"L 15.5"D 16"H – 82074



### candy table

*White Plastic/Black Laminated Top*  
18"L 18"D 18"H – 82056



### aura round table

*White Metal*  
15" Round 22"H – 820844



### edge LED cube table\*

*White Plastic/Clear Acrylic Top*  
20"L 20"D 20"H – 82057



\*Electrical power must be ordered separately.

## occasional end & cocktail tables

### **nova white oval table**

*White Laminate/Chrome*  
71"L 35.5"D 29"H – 82060



### **geo conference table**

*Glass/Black Steel* – 82041  
*Glass/Chrome* – 82051  
60"L 36"D 29"H



### **communal table (maple)**

*Laminate/Metal*  
72"L 26"D 30"H – 82067  
72"L 26"D 42"H – 82068



### **communal table (white)**

*Laminate/Metal*  
72"L 26"D 30"H – 82063  
72"L 26"D 42"H – 82066



### **communal table (maple with grommets)**

*Laminate/Metal*  
72"L 26"D 30"H – 82058  
72"L 26"D 42"H – 82059



## conference tables

---

### manhattan table

*Glass/Black Steel*

42" Round 29"H – 82033



### 42" round white conference table

*White Laminate*

42" Round – 820708



## computer desk / table

---

### work desk

*White Laminate*

48"L 24"D 30"H – 820706



### merlin table

*Gray Laminate*

46"L 29"D 30"H – 820707





All powered options will have an adapter included with rental. Additional adapters can be ordered separately.

## powered seating

### roma chair, powered\*

White Vinyl

37"L 31"D 33"H – 81021



power panel detail



### roma sofa, powered\*

White Vinyl

78"L 31"D 33"H – 83017



power panel detail



\*Electrical power must be ordered separately.

## powered seating

### naples chair, powered\*

*Black Vinyl*

36" L 30" D 28" H – 810120



*power panel detail*



### naples loveseat, powered\*

*Black Vinyl*

62" L 30" D 28" H – 830122



*power panel detail*



### naples sofa, powered\*

*Black Vinyl*

87" L 30" D 28" H – 830121



*power panel detail*



*\*Electrical power must be ordered separately.*

## powered tables

### tech desk with 3 drawer file cabinet, powered\*

*Black Metal - 84083*

*Desk Only - 84084*

60"L 30"D 30"H



### G30 cocktail table, powered\*

*White Top*

72"L 26"D 18"H – 82070



### G30 café table, powered\*

*White Top*

72"L 26"D 30"H – 82071



### G30 bar table, powered\*

*White Top*

72"L 26"D 42"H – 82072



### sydney cocktail table, powered\*

*Black Laminate/Brushed Steel – 82076*

*White Laminate/Brushed Steel – 82073*

48"L 26"D 18"H



*\*Electrical power must be ordered separately.*

## powered product pedestals

### powered locking pedestal, 36"

Black – 85060

White – 85061

24"L 24"D 36"H

### powered locking pedestal, 42"

Black – 85062

White – 85063

24"L 24"D 42"H



power panel detail



## adapters

### 4-way charging adapter\*

Black – 850800

White – 850801

36"L

*All powered options will have one adapter included per power panel. Additional adapters can be ordered with the rental.*



*\*Electrical power must be ordered separately.*

## storage

### 3 drawer file cabinet on castors


16"L 20"D 28"H – 84080



### locking door pedestal

Black Laminate

24"L 24"D 42"H – 85078

 Powered options available



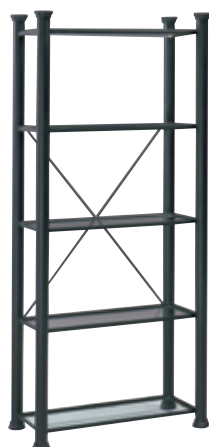
## product display

### etagere

Black – 850604

Pewter – 850605

30"L 16"D 70"H



## refrigerator

### refrigerator\*

White

14.0 cubic feet

20"L 30"D 65"H – 8503001



## lighting

### mason table lamp\*

White/Brushed Silver

16" Round 26"H – 850707




### mason floor lamp\*

White/Brushed Silver

18" Round 55"H – 850708



\*Electrical power must be ordered separately.

 See pages 17, 18, 19 and 20 for all Powered options.

## tablet stand

### mobile tablet stand

White – 850714

Black – 850715

14"L 13"D 44.5"H

The Mobile Tablet Stand will adjust to fit any tablet with dimensions of at least 6.75"x9.375" but not larger than 8.5"x12.5", including Apple iPad, Samsung Galaxy Tab and Lenovo IdeaPad.



## tablet stand accessories

### brochure holder\*

Black – 850711

8.625"L 1.1"D 11.325"H



### wireless printer holder\*

Black – 850712

3.3"L 1.9"D 5.28"H



### charging shelf\*

Black – 850713

14.85"L 7.17"D 1"H



\*To be ordered with the tablet stand.

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CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SEATING						

## Naples Group - Black Leather

_____	810119	Chair.....	752.30	827.55	1,053.20	_____
_____	830120	Loveseat.....	1,663.80	1,830.20	2,329.30	_____
_____	830119	Sofa.....	2,432.00	2,675.20	3,404.80	_____

## Heathrow Group -Black Leather

_____	810116	Armless Chair.....	581.35	639.50	813.90	_____
_____	810117	Corner Chair.....	372.55	409.80	521.55	_____
_____	830116	Sofa.....	1,022.70	1,124.95	1,431.80	_____

## South Beach Group - Platinum Suede

_____	8301	Sofa.....	984.85	1,083.35	1,378.80	_____
_____	8151	Ottoman.....	429.50	472.45	601.30	_____

## Key Largo Group - Black Fabric

_____	830950	Loveseat.....	840.00	924.00	1,176.00	_____
_____	830951	Sofa.....	930.00	1,023.00	1,302.00	_____
_____	810950	Chair.....	640.00	704.00	896.00	_____

## Allegro Group - Blue Fabric

_____	81019	Chair.....	527.45	580.20	738.45	_____
_____	83015	Sofa.....	837.05	920.75	1,171.85	_____

## Fairfax Group - White Vinyl

_____	810949	Chair.....	540.00	594.00	756.00	_____
_____	830949	Sofa.....	860.00	946.00	1,204.00	_____

## Tangiers Group - Beige Fabric

_____	810118	Chair.....	668.20	735.00	935.50	_____
_____	830118	Sofa.....	938.25	1,032.10	1,313.55	_____

## Roma Group - White Vinyl

_____	81020	Chair.....	584.80	643.30	818.70	_____
_____	83016	Sofa.....	900.05	990.05	1,260.05	_____

## CASUAL SEATING

### Ottomans

_____	815952	Endless Curved - Black Leather.....	704.00	774.40	985.60	_____
_____	815953	Endless Curved - White Leather.....	704.00	774.40	985.60	_____
_____	815123	Endless Square - Black Leather.....	474.25	521.70	663.95	_____
_____	815122	Endless Square - White Leather.....	474.25	521.70	663.95	_____
_____	815121	Bench - Black Leather.....	590.70	649.75	827.00	_____
_____	815120	Bench - White Leather.....	590.70	649.75	827.00	_____

### Cubes

_____	81512	Leather Cube - Black Leather.....	171.00	188.10	239.40	_____
_____	81511	Leather Cube - White Leather.....	171.00	188.10	239.40	_____
_____	81526	Edge LED Cube - High Density Plastic.....	223.85	246.25	313.40	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>CASUAL SEATING</b>						
<b>Cubes</b>						
	81518	Vibe - Blue Vinyl.....	171.00	188.10	239.40	
	81520	Vibe - Pink Vinyl.....	171.00	188.10	239.40	
	81519	Vibe - Red Vinyl.....	171.00	188.10	239.40	
	81517	Vibe - Yellow Vinyl.....	171.00	188.10	239.40	
	81525	Vibe - Orange Vinyl.....	171.00	188.10	239.40	
<b>Occasional Chairs</b>						
	8102	Madrid Chair - Black Leather.....	1,231.60	1,354.75	1,724.25	
	810816	Madrid Chair - White Leather.....	1,229.65	1,352.60	1,721.50	
	810948	Meeting Chair (White Vinyl).....	470.00	517.00	658.00	
	810835	Meeting Chair (Espresso).....	470.00	517.00	658.00	
	810836	Meeting Chair (Taupe).....	470.00	517.00	658.00	
	810847	Wendy Chair - Clear Acrylic.....	156.00	171.60	218.40	
	810875	Swanson Chair - White Vinyl.....	661.00	727.10	925.40	
	810814	ICE Side Chair - Transparent/Chrome.....	327.10	359.80	457.95	
	810838	Fusion Chair Black/White.....	163.80	180.20	229.30	
	810837	Razor Armless Chair.....	128.35	141.20	179.70	
	81090	New York Chair - Onyx/Maple Wood/Chrome.....	291.90	321.10	408.65	
	8103	Tub Chair - Black Fabric.....	617.05	678.75	863.85	
	810843	Madden Chair - Light Gray Vinyl.....	546.00	600.60	764.40	
	810846	Christopher Chair - White Vinyl/Chrome.....	195.00	214.50	273.00	
	810841	Rustique Chair with Arms.....	195.00	214.50	273.00	
	810811	Berlin Stack Chair - White & Red Plastic/Chrome.....	168.85	185.75	236.40	
	810810	Berlin Stack Chair - White & Black Plastic/Chrome.....	168.85	185.75	236.40	
<b>Conference Chairs</b>						
	810874	Labrea Chair - Charcoal Gray Fabric.....	481.75	529.95	674.45	
	81073	Altura Junior Executive Chair - Black Fabric.....	543.40	597.75	760.75	
	81063	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	493.70	543.05	691.20	
	810807	Luxor Executive Chair - Black Leather.....	652.60	717.85	913.65	
	810945	Pro Executive Mid Back Chair - White Vinyl.....	552.00	607.20	772.80	
	810947	Pro Executive Guest Chair - Black Vinyl.....	572.00	629.20	800.80	
	810844	Pro Executive High Back Chair - White Vinyl.....	444.60	489.05	622.45	
	810946	Pro Executive High Back Chair - Black Vinyl.....	468.00	514.80	655.20	
<b>Bars &amp; Bar Stools</b>						
	8501	Martini Bar - Gray metal rounded bar with frosted glass top and chrome legs.....	2,135.85	2,349.45	2,990.20	
	810872	Lift Hydraulic Barstool - Gray Vinyl/Chrome.....	268.20	295.00	375.50	
	810873	Lift Hydraulic Barstool - Red Vinyl/Chrome.....	268.20	295.00	375.50	
	810871	Lift Hydraulic Barstool - Black Vinyl/Chrome.....	268.20	295.00	375.50	
	810870	Lift Hydraulic Barstool - White Vinyl/Chrome.....	268.20	295.00	375.50	
	33010	Apex Barstool - Black Vinyl.....	363.00	399.30	508.20	
	3309	Apex Barstool - Blue Ultra Suede.....	363.00	399.30	508.20	
	33042	Apex Barstool - Red Vinyl.....	363.00	399.30	508.20	
	33043	Apex Barstool - White Vinyl.....	363.00	399.30	508.20	

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before MAY 30, 2016

NAME OF SHOW: **INTERNATIONAL CONFERENCE ON MACHINE LEARNING / JUNE 19 - 24, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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## TABLES

### Bars & Bar Stools

	810815	ICE Barstool - Transparent/Chrome.....	348.25	383.10	487.55	
	810839	Rustique Barstool - Gunmetal.....	195.00	214.50	273.00	
	810202	Shark Swivel Barstool - White Plastic/Chrome.....	355.45	391.00	497.65	
	810848	Christopher Barstool - White.....	330.00	363.00	462.00	
	810706	Jetson Barstool - Black Vinyl/Black Steel.....	405.75	446.35	568.05	
	810505	Gin Barstool - Maple Wood/Chrome.....	258.70	284.55	362.20	
	810200	Oslo Barstool - Blue Plastic/Chrome.....	370.10	407.10	518.15	
	810201	Oslo Barstool - White Plastic/Chrome.....	370.10	407.10	518.15	
	810840	Zoey Barstool - White Vinyl/Chrome.....	338.50	372.35	473.90	
	810834	Zoey Barstool - Black Vinyl/Chrome.....	338.50	372.35	473.90	
	810103	Banana Barstool - White Vinyl/Chrome.....	294.20	323.60	411.90	
	810104	Banana Barstool - Black Vinyl/Chrome.....	294.20	323.60	411.90	

### Occasional End & Cocktail Tables

	82023	Inspiration End Table - Tempered Glass/Painted Steel.....	455.55	501.10	637.75	
	82022	Inspiration Table - Tempered Glass/Painted Steel....	481.75	529.95	674.45	
	82025	Geo End Table - Glass/Black Steel.....	356.05	391.65	498.45	
	82035	Geo End Table - Glass/Chrome.....	356.05	391.65	498.45	
	82024	Geo Table - Glass/Black Steel.....	393.95	433.35	551.55	
	82034	Geo Table - Glass/Chrome .....	393.95	433.35	551.55	
	82054	Sydney End Table - Black Laminate/Brushed Steel..	369.55	406.50	517.35	
	82055	Sydney End Table - White Laminate/Brushed Steel..	369.55	406.50	517.35	
	82052	Sydney Table - Black Laminate/Brushed Steel.....	444.35	488.80	622.10	
	82053	Sydney Table - White Laminate/Brushed Steel.....	444.35	488.80	622.10	
	82015	Silverado End Table-Tempered Glass/Painted Steel	393.95	433.35	551.55	
	82014	Silverado Table - Tempered Glass/Painted Steel.....	420.00	462.00	588.00	
	82075	Regis End Table - Brushed Metal.....	375.00	412.50	525.00	
	82074	Regis Bench Table - Brushed Metal.....	530.00	583.00	742.00	
	82056	Candy Table - White Plastic/Black Laminated.....	193.85	213.25	271.40	
	820844	Aura Round Table - White Metal.....	207.75	228.55	290.85	
	82057	Edge LED Lighted Table-White Plastic/Clear Acrylic	223.85	246.25	313.40	

### Conference Tables

	82060	Nova White Oval Table - White Laminate/Chrome....	601.95	662.15	842.75	
	82041	Geo Conference Table - Glass/Black Steel.....	579.05	636.95	810.65	
	82051	Geo Conference Table - Glass/Chrome.....	579.05	636.95	810.65	
	82058	Communal Table 30"H (Maple with Grommets).....	559.70	615.65	783.60	
	82059	Communal Table 42"H (Maple with Grommets).....	783.55	861.90	1,096.95	
	82067	Communal Table 30"H Maple.....	559.70	615.65	783.60	
	82068	Communal Table 42"H Maple.....	783.55	861.90	1,096.95	
	82063	Communal Table 30"H White.....	559.70	615.65	783.60	
	82066	Communal Table 42"H White.....	783.55	861.90	1,096.95	
	820708	42" Round White Conference Table-White Laminate	624.00	686.40	873.60	
	82033	Manhattan Table - Glass/Black Steel.....	469.80	516.80	657.70	

### Computer Desk/Tables

	820706	Work Desk - White Powder Coat.....	639.60	703.55	895.45	
	820707	Merlin Table - Gray Laminate.....	639.60	703.55	895.45	

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NAME OF SHOW: **INTERNATIONAL CONFERENCE ON MACHINE LEARNING / JUNE 19 - 24, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>POWERED</b>						

**Powered Seating**

_____	81021	Roma Chair, Powered - White Vinyl.....	744.90	819.40	1,042.85	_____
_____	83017	Roma Sofa, Powered - White Vinyl.....	1,151.40	1,266.55	1,611.95	_____
_____	810120	Naples Chair, Powered - Black Vinyl.....	948.05	1,042.85	1,327.25	_____
_____	830122	Naples Loveseat, Powered - Black Vinyl.....	2,000.30	2,200.35	2,800.40	_____
_____	830121	Naples Sofa, Powered - Black Vinyl.....	2,826.15	3,108.75	3,956.60	_____

**Powered Tables**

_____	84083	Tech Desk w/3 Drawer File Cabinet, Powered - Black Metal.....	974.00	1,071.40	1,363.60	_____
_____	84084	Tech Desk, Powered - Black Metal.....	854.00	939.40	1,195.60	_____
_____	82070	G30 Cocktail Table 18" H, Powered - White Top.....	489.65	538.60	685.50	_____
_____	82071	G30 Cafe Table 30" H, Powered - White Top.....	678.75	746.65	950.25	_____
_____	82072	G30 Bar Table 42" H, Powered - White Top.....	886.70	975.35	1,241.40	_____
_____	82076	Sydney Cocktail Table, Powered Black.....	660.00	726.00	924.00	_____
_____	82073	Sydney Cocktail Table, Powered White.....	660.00	726.00	924.00	_____

**Powered Products Display**

_____	85060	Powered Locking Pedestal 36" H, Black.....	543.00	597.30	760.20	_____
_____	85061	Powered Locking Pedestal 36" H, White.....	543.00	597.30	760.20	_____
_____	85062	Powered Locking Pedestal 42" H, Black.....	648.85	713.75	908.40	_____
_____	85063	Powered Locking Pedestal 42" H, White.....	648.85	713.75	908.40	_____

**Adapters**

_____	850800	Charging Adapters Four - Black.....	45.00	49.50	63.00	_____
_____	850801	Charging Adapters Four - White.....	45.00	49.50	63.00	_____

**PRODUCT DISPLAYS, TABLET STANDS & MORE****Product Storage**

_____	85078	Locking Door Pedestal - Black Laminate.....	726.20	798.80	1,016.70	_____
_____	84080	3 Door File Cabinet on Castors - Black .....	297.00	326.70	415.80	_____

**Product Display**

_____	850604	Etagere - Black.....	488.85	537.75	684.40	_____
_____	850605	Etagere - Pewter.....	488.85	537.75	684.40	_____

**Refrigerator**

_____	8503001	Refrigerator - White.....	1,219.75	1,341.75	1,707.65	_____
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**Lighting**

_____	850707	Mason Table Lamp - White/Brushed Silver.....	166.25	182.90	232.75	_____
_____	850708	Mason Floor Lamp - White/Brushed Silver.....	246.55	271.20	345.15	_____

**Tablet Stand**

_____	850714	Mobile Tablet Stand - White.....	475.80	523.40	666.10	_____
_____	850715	Mobile Tablet Stand - Black.....	475.80	523.40	666.10	_____

**Tablet Stand Accessories**

_____	850711	Brochure Holder - Black.....	46.80	51.50	65.50	_____
_____	850712	Wireless Printer Holder - Black.....	46.80	51.50	65.50	_____
_____	850713	Charging Shelf - Black.....	46.80	51.50	65.50	_____

**TOTAL COST**

_____	+	_____	=	_____
Sub-Total		8.875% Tax		Total Cost

# carpet



When it comes to making your exhibit stand out on the show floor, we have you covered. Freeman offers several color options in both classic and prestige carpet designed to fit the requirements of your exhibit space.

- Freeman uses only colorfast carpet, making it a consistent, matching shade every time.
- Freeman's carpet is manufactured with recycled material.
- All of our carpet padding is manufactured with 90–95% recycled foam and is 100% recyclable.

# prestige CARPET

Freeman's prestige carpet combines plush comfort with durable soil and stain resistance, perfect for high-traffic areas. Five popular colors are available in a luxurious 40-ounce weight and all nine designer colors are available in a 28-ounce weight.

Freeman's prestige carpet packages include new, 10-foot-wide carpet, delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Price includes environmentally friendly disposal of carpet after usage. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

## custom options

Prestige carpets can also be customized to fit your exhibit needs with unique logos, patterns and borders. Call the phone number on the Quick Facts for assistance.



*black\**



*cardinal*



*charcoal\**



*cream*



*gray pearl\**



*navy\**



*toast*



*wedgewood*



*white\**

**\*Colors available in both 28 oz. and 40 oz.**

# classic CARPET

## custom cut

Freeman classic carpet is available in a range of colors and includes delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

## standard cut

Our classic carpet comes in a variety of sizes. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.



*black*



*blue*



*gray*



*green*



*latte*



*midnight blue*



*plum*



*red*



*red pepper*



*tuxedo*

*Actual colors may vary slightly.*

# FREEMAN

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 Fax: (469) 621-5618  
FreemanNewYorkES@freemanco.com

**ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE  
MAY 30, 2016**

**INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **INTERNATIONAL CONFERENCE ON MACHINE LEARNING / JUNE 19 24, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call **(201) 299-7575** to speak with one of our experts.

- Orders received after the deadline or without payment will be charged the Standard price.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Pricing includes delivery, material handling, installation and removal.

All carpets, padding and plastic covering contain recycled content and are recyclable.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## 10' CLASSIC CARPET , PADDING & PLASTIC COVERING

**CHOOSE YOUR CARPET COLOR:**

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' Classic Carpet .....	\$ 560.00	\$ 616.00	\$ 784.00	_____
_____	10' x 20' Classic Carpet .....	\$ 1,120.00	\$ 1,232.00	\$ 1,568.00	_____
_____	10' x 30' Classic Carpet .....	\$ 1,680.00	\$ 1,848.00	\$ 2,352.00	_____
_____	10' x 40' Classic Carpet .....	\$ 2,240.00	\$ 2,464.00	\$ 3,136.00	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 230.00	\$ 255.00	\$ 320.00	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 460.00	\$ 510.00	\$ 640.00	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 690.00	\$ 765.00	\$ 960.00	_____
_____	10' x 40' Carpet Padding - Single Layer.....	\$ 920.00	\$ 1,020.00	\$ 1,280.00	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 460.00	\$ 510.00	\$ 640.00	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 920.00	\$ 1,020.00	\$ 1,280.00	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 1,380.00	\$ 1,530.00	\$ 1,920.00	_____
_____	10' x 40' Carpet Padding - Double Layer.....	\$ 1,840.00	\$ 2,040.00	\$ 2,560.00	_____
_____	Plastic Covering (price per sq. ft.).....	\$ 1.15	\$ 1.25	\$ 1.60	_____

## 9' CLASSIC CARPET , PADDING & PLASTIC COVERING

**CHOOSE YOUR CARPET COLOR:**

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet .....	\$ 314.85	\$ 346.35	\$ 440.80	_____
_____	9' x 20' Classic Carpet .....	\$ 629.60	\$ 692.55	\$ 881.45	_____
_____	9' x 30' Classic Carpet .....	\$ 944.40	\$ 1,038.85	\$ 1,322.15	_____
_____	9' x 40' Classic Carpet .....	\$ 1,259.20	\$ 1,385.10	\$ 1,762.90	_____
_____	9' x 10' Carpet Padding - Single Layer.....	\$ 207.00	\$ 229.50	\$ 288.00	_____
_____	9' x 20' Carpet Padding - Single Layer.....	\$ 414.00	\$ 459.00	\$ 576.00	_____
_____	9' x 30' Carpet Padding - Single Layer.....	\$ 621.00	\$ 688.50	\$ 864.00	_____
_____	9' x 40' Carpet Padding - Single Layer.....	\$ 828.00	\$ 918.00	\$ 1,152.00	_____
_____	9' x 10' Carpet Padding - Double Layer.....	\$ 414.00	\$ 459.00	\$ 576.00	_____
_____	9' x 20' Carpet Padding - Double Layer.....	\$ 828.00	\$ 918.00	\$ 1,152.00	_____
_____	9' x 30' Carpet Padding - Double Layer.....	\$ 1,242.00	\$ 1,377.00	\$ 1,728.00	_____
_____	9' x 40' Carpet Padding - Double Layer.....	\$ 1,656.00	\$ 1,836.00	\$ 2,304.00	_____
_____	Plastic Covering (price per sq. ft.).....	\$ 1.15	\$ 1.25	\$ 1.60	_____

\*\*9' carpet is laid toward the front edge, leaving 1' at the back of the booth for access to utility ports.\*\*

TOTAL COST			
Sub- Total	+	8.875% Tax	= Total Cost

standard size carpet  
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FreemanNewYorkES@freemanco.com

**ONLINE PRICE**  
**DISCOUNT PRICE**  
**DEADLINE DATE**  
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**INCLUDE THE FREEMAN METHOD OF  
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COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call **(201) 299-7575** to speak with one of our experts.

•Guaranteed new, high-quality carpet.

•Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.

•Prestige and Custom Cut Classic Carpet are subject to a 100% cancellation charge.

•All utility lines must be installed before carpet installation. Utilities should be ordered in advance.

 All carpets, padding and plastic covering contain recycled content and are recyclable.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

 **CUSTOM CUT CLASSIC CARPET** - includes plastic covering, delivery, material handling, installation and removal

• Order Custom Cut Classic Carpeting by the sq. ft. if your size is not listed on the standard size order form.

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ **5.90**

**CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:**

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

**16 oz. Carpet Rental** - Price per square foot (100 sq. ft. minimum)

Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
		\$ <b>5.90</b>	\$ <b>6.50</b>	\$ <b>8.25</b>	

 **PRESTIGE CARPET** - includes plastic covering, delivery, material handling, installation and removal

**CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:**

☐ Black ☐ Cardinal ☐ Charcoal ☐ Cream ☐ Gray Pearl ☐ Navy ☐ Toast ☐ Wedgewood ☐ White

**28 oz. Carpet Rental** - Price per sq. ft. (100 sq. ft. minimum)

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ <b>7.60</b>	\$ <b>8.35</b>	\$ <b>10.65</b>	
Over 700 sq. ft.		\$ <b>6.80</b>	\$ <b>7.50</b>	\$ <b>9.50</b>	

**CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:**

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

**40 oz. Carpet Rental** - Price per sq. ft. (100 sq. ft. minimum)

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ <b>10.30</b>	\$ <b>11.35</b>	\$ <b>14.40</b>	
Over 700 sq. ft.		\$ <b>9.35</b>	\$ <b>10.30</b>	\$ <b>13.10</b>	

 **CARPET PADDING** - includes delivery, material handling, installation and removal

• Order Carpet Padding by the sq. ft. if your size is not listed on the standard size order form.

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ **2.30**

Qty	Description	Price per sq. ft. (90 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
	Carpet Padding -1/2" (90 - 700 sq. ft.)		\$ <b>2.30</b>	\$ <b>2.55</b>	\$ <b>3.20</b>	
	Carpet Padding-1/2" (Over 700 sq. ft.)		\$ <b>2.15</b>	\$ <b>2.35</b>	\$ <b>3.00</b>	
	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ <b>4.60</b>	\$ <b>5.05</b>	\$ <b>6.45</b>	
	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ <b>4.30</b>	\$ <b>4.75</b>	\$ <b>6.00</b>	

## TOTAL COST

Sub- Total	+	8.875% Tax	=	Total Cost
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before MAY 30, 2016

cut to size carpet

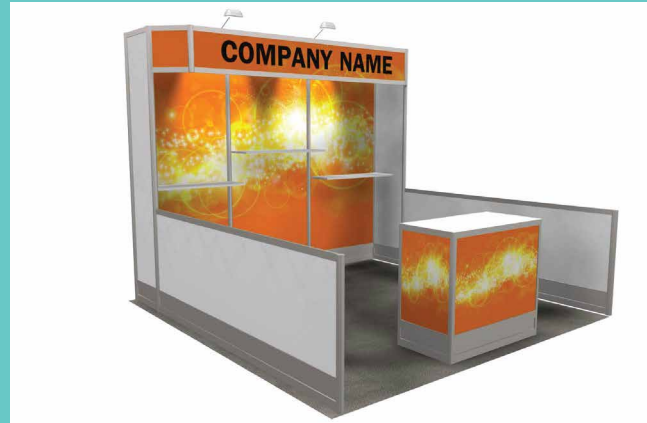
FREEMAN



# RENTAL exhibits



Package 1



Package 1 upgraded with graphics and cabinet



Package 2



Package 2 upgraded with graphics and cabinet



Package 3



Package 3 upgraded with graphics and cabinet



Package 4



Package 4 upgraded with graphics and cabinet



Package 5



Package 5 upgraded with graphics and cabinet



Package 6

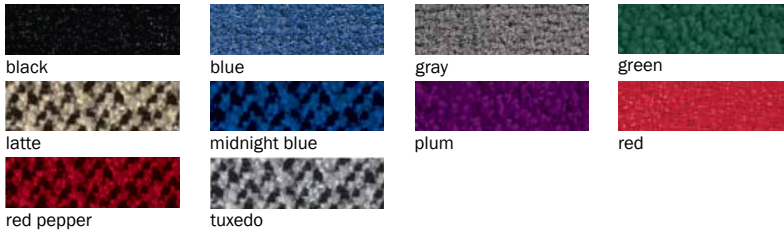


Package 6 upgraded with graphics and cabinet

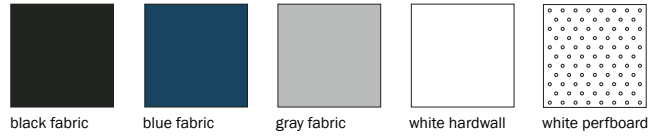
\* All exhibits include: installation & dismantle of exhibit, material handling of exhibit, classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

**Questions?** All packages can be customized or modified. To speak with an Exhibitor Sales specialist, call the number listed on Quick Facts. For fast easy ordering, go to [www.freemanco.com](http://www.freemanco.com).

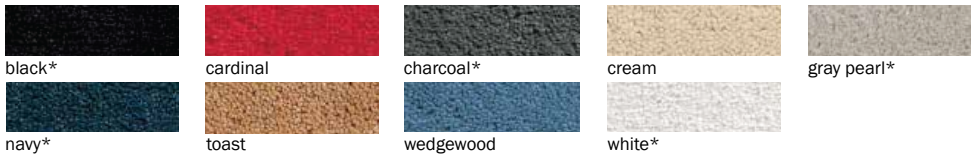
## Color Options - Classic Carpet



## Color Options - Fabric and Hardwall Panels



## Upgraded Color Options - Prestige Carpet



*\*Colors available in both 28 oz. and 40 oz.*

## Questions?

All packages can be customized or modified. To speak with an Exhibitor Sales specialist, call the number listed on Quick Facts. For additional custom examples click on the link below.

Upgrade options available. Sample upgrades shown below.



Slatwall & Shelves



Black Metal



Graphics & Custom Logo



Cabinets & Counters



Colored Panels

To view additional custom designs



[www.freemanco.com/customexhibits](http://www.freemanco.com/customexhibits)

# F R E E M A N

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 Fax: (469) 621-5618  
FreemanNewYorkES@freemanco.com

**DISCOUNT PRICE  
DEADLINE DATE  
MAY 30, 2016**

**INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **INTERNATIONAL CONFERENCE ON MACHINE LEARNING / JUNE 19 - 24, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (201) 299-7575 to speak with one of our experts.

**For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)**

**All Exhibits Include:** installation & dismantle of exhibit, material handling of exhibit, 9' x 10' or 9' x 20' classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

*To place your order, please check the appropriate box and complete the remaining selections at the bottom of the form.*

## RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price
Package 1	<input type="checkbox"/> 10' x 10'	4,617.20	6,464.10	<input type="checkbox"/> 10' x 20'	8,153.20	11,414.50
Package 2	<input type="checkbox"/> 10' x 10'	2,917.20	4,084.10	<input type="checkbox"/> 10' x 20'	5,407.05	7,569.85
Package 3	<input type="checkbox"/> 10' x 10'	4,142.00	5,798.80	<input type="checkbox"/> 10' x 20'	6,631.80	9,284.50
Package 4	<input type="checkbox"/> 10' x 10'	5,383.60	7,537.05	<input type="checkbox"/> 10' x 20'	10,398.30	14,557.60
Package 5	<input type="checkbox"/> 10' x 10'	3,256.60	4,559.25	<input type="checkbox"/> 10' x 20'	6,553.90	9,175.45
Package 6	<input type="checkbox"/> 10' x 10'	3,355.40	4,697.55	<input type="checkbox"/> 10' x 20'	5,633.30	7,886.60

## CHOOSE YOUR PANEL

☐ Black Fabric ☐ Blue Fabric ☐ Gray Fabric ☐ White Hardwall ☐ White Perfboard

## CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. The following colors are available:

**Check color choice**

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte  
☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

You may want to add padding or upgrade your carpet to one of our 15 designer colors in our PRESTIGE carpet line. Now available in **28 oz.** and **40 oz.** weight. Refer to our enclosed Carpet order form for color selections and pricing.

## LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit).

**Note:** Power and labor to hang the lights are included in our standard rental exhibit package price. Power consumption not to exceed 500 Watts.

**Additional power must be ordered separately.**

## HEADER IDENTIFICATION SIGN

Indicate which color lettering you would like. We have a wide variety of standard colors available:

☐ Black ☐ Blue ☐ Brown ☐ Burgundy ☐ PMS Color \_\_\_\_\_  
☐ Red ☐ Teal ☐ White ☐ Dark Green ☐ Font Type \_\_\_\_\_

Indicate exactly how you want your company name to appear:

\*Unless font type is indicated, Helvetica will be used.

## ENHANCE YOUR EXHIBIT

Enhance your exhibit and have an Exhibitor Sales Specialist contact you for pricing by checking any of the following boxes:

☐ Slatwall & Shelves ☐ Cabinets & Counters ☐ Specialty Colored Metal ☐ Recyclable Graphics  
☐ Colored Panels ☐ Creating a Custom Exhibit ☐ Graphics & Custom Logo ☐ White Eco-Board

The product offered has recyclable content or has eco-friendly attributes and is 100% recyclable according to manufacturer's specifications.

## TOTAL COST

Sub-Total	+	8.875 % Tax	=	Total Cost
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NAME OF SHOW: **INTERNATIONAL CONFERENCE ON MACHINE LEARNING / JUNE 19 - 24, 2016**

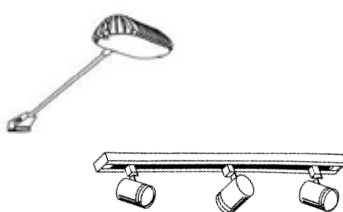
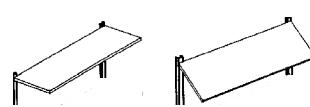
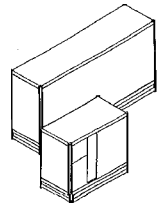
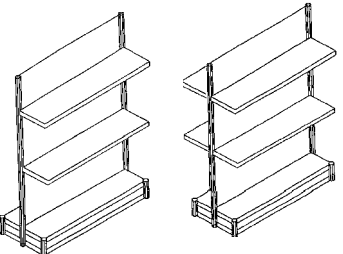
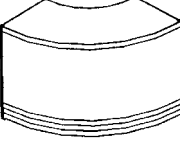
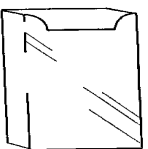
COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call (201) 299-7575 to speak with one of our experts.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

<b>LIGHTS (use only on rentals)</b> 	<b>SHELVES (use only on rentals)</b> 	<b>CABINETS</b> 
<b>GONDOLAS</b> 	<b>RADIUS COUNTER (does not have doors)</b> 	<b>LITERATURE POCKETS</b> 

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b>					
(electrical service & labor to install lights not included)					

_____	172512	Arm Light (200w) .....	144.50	202.30	_____
_____	172514	8' Tracklight (3 lights) .....	462.50	647.50	_____
_____	17252	Additional Track Light .....	133.60	187.05	_____

<b>CABINETS &amp; LOCKS</b>					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					

_____	17305	1M x 1/2M x 36" High .....	758.20	1,061.50	_____
_____	17306	1M x 1/2M x 42" High .....	758.20	1,061.50	_____
_____	17308	2M x 1/2M x 36" High .....	912.00	1,276.80	_____
_____	17309	2M x 1/2M x 42" High .....	912.00	1,276.80	_____
_____	17310	1M Radius x 1/2M x 36" H ..	1,278.80	1,790.30	_____
(Radius Cabinets do not have doors)					

_____	17301	Cabinet Lock .....	35.00	49.00	_____
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Don't see what you need?

Please call an Exhibitor Sales Specialist at (201) 299-7400.

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GONDOLAS</b>					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfboard <input type="checkbox"/> White PVC					

_____	174541	Single Sided 1M x 4'H .....	610.45	854.65	_____
_____	174581	Single Sided 1M x 6'H .....	746.40	1,044.95	_____

<b>SHELVES</b>					
_____	17201	1M Straight (37" x 12") .....	108.05	151.25	_____
_____	17206	1M Angled (37" x 12") .....	108.05	151.25	_____

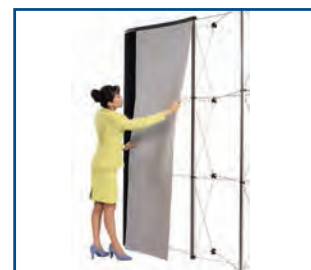
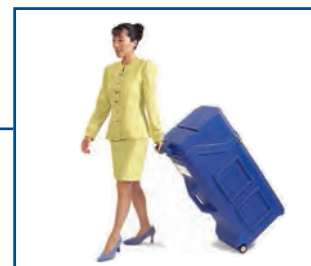
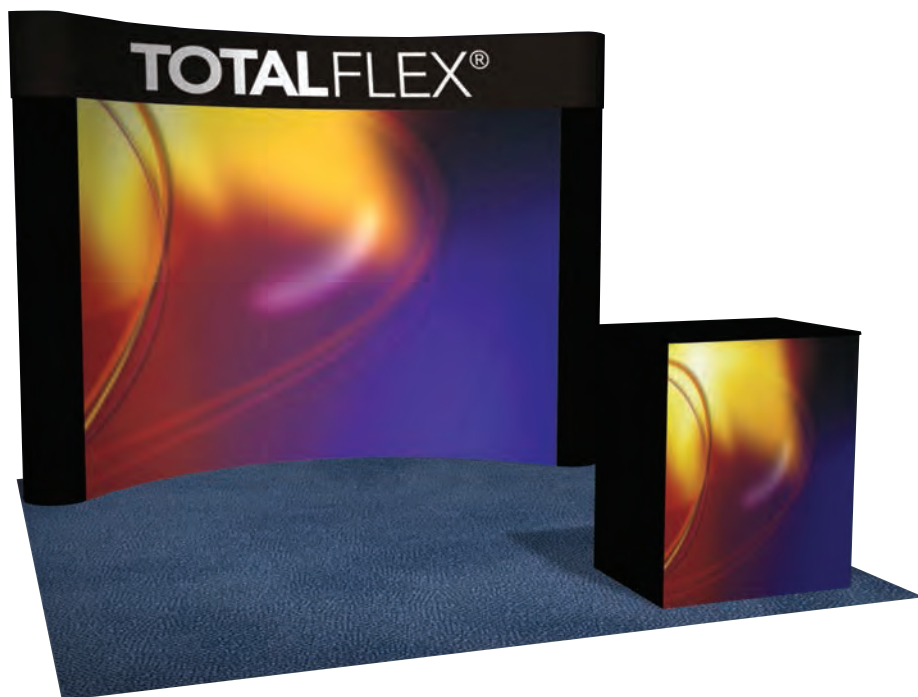
<b>LITERATURE POCKETS</b>					
_____	174015	For 8 1/2 x 11 Literature .....	51.10	71.55	_____

<b>TOTAL COST</b>					
Sub-Total _____ + Tax (8.875%) _____ = TOTAL _____					

**\*Remember to make a selection for items  
with checkboxes. Otherwise a selection  
will be made for you.**

# TOTALFLEX<sup>®</sup>

By Freeman



Available to rent or purchase, TotalFlex provides more options for configuring exhibits to fit your space, budget and vision. This pop-up display is versatile, lightweight, portable, durable, and needs just minutes and no tools to set up.

- Cases easily convert into a podium.
- Velcro compatible fabric panels available in a wide selection of colors.
- Compatible with shelves, lights and other innovative trade show accessories.
- Freeman can produce high-resolution digital graphics in virtually any size as well as photomural panels to enhance your exhibit's appearance.
- Available in a variety of sizes for rental or purchase, including a table top version shown below.
- All TotalFlex units include Installation & Dismantle of exhibit.

## **floor units**

*8'H x 8'W Floor Standing Unit*

*8'H x 10'W Floor Standing Unit*

## **table top units**

*40"H x 6'W Table Top Unit*

*40"H x 8'W Table Top Unit*



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DEADLINE DATE  
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**INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **INTERNATIONAL CONFERENCE ON MACHINE LEARNING / JUNE 19 - 24, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

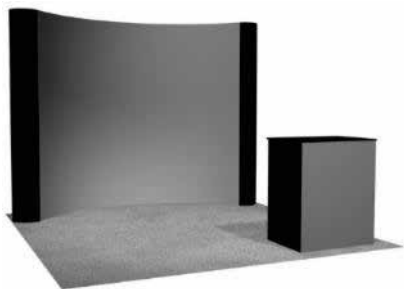
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call 201-299-7575 to speak with one of our experts.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## FLOOR UNIT



### RENTAL

Size	Price	QTY.	TOTAL
8' H x 8' W	\$3,286.75	_____	_____
8' H x 10' W	\$3,539.55	_____	_____

### PURCHASE\*

Size	Price		
8' H x 8' W	Call for Quote	_____	_____
8' H x 10' W	Call for Quote	_____	_____

\*Shipping Not Included

### Rental Units Include:

Classic Carpet 9' X 10' (Select color below)  
Installation & Dismantle of Exhibit  
Material Handling of Exhibit  
Nightly Vacuuming  
1-Podium - 8'H x 10'W unit only  
2-200 Watt Halogen Lights (Electrical service & labor not included)

### Purchase Units Include:

2-Cases  
One Time Installation & Dismantle  
1-Podium - 8'H x 10'W unit only

Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

### Additional Fabric Panel Colors for Purchase Units Only:

Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

\*Other Colors Also Available for Purchase Units\*

9'x10' Classic Carpet: ☐ Black ☐ Blue ☐ Gray ☐ Green

☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

All Classic carpets contain recycled content and are recyclable.

## CUSTOM GRAPHIC / PHOTO PANELS

☐ Our custom graphic panels can dramatically enhance your exhibit's appearance.

Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

## OPTIONAL ACCESSORIES

Lights, shelves and other accessories are available with you booth purchase. Please call for a quote.

## QUICK TIPS

- \* If shipping literature or products, material handling rates will apply.
  - \* Order in advance to save time, money and ensure availability.
- Orders received after the deadline date or without payment will cost an additional 40% over prices indicated.**

### PURCHASE UNITS TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (8.875%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

### RENTAL UNITS TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (8.875%) \_\_\_\_\_ = TOTAL \_\_\_\_\_



# digital graphics



## creating visual excitement

Quality graphics contribute significantly to the impact of your exhibit. Vivid colors and sharp images attract attention, build traffic, and communicate messages more effectively. Freeman has invested in the latest printing technology and has the skills to provide you with the finest digital graphic reproduction available.

## state-of-the-art capabilities

Freeman can provide four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics, and more. Each Freeman location has stand-alone printing capabilities, and all are supported by the Corporate Graphics Center for special requirements. Last minute repairs and replacements are handled efficiently through our nationwide resources.

## superior quality control

Electronic file transfer, in-house printing, and company-wide standardization of procedures allow us to control quality, cost and scheduling for our customers on a nationwide basis.

## depth of resources

- VUTEK™ and Salsa printers provide large format, four-color, high-resolution digital printing of single and double-sided banners up to 10' wide and virtually any size with seams.
- Encad printers provide digital processing of banners up to 5' wide without seams.
- All Freeman operations use the same printers, software, ink, adhesives, and laminates for continuity.
- Seaming, grommeting, lamination, and mounting are handled in-house.
- A variety of fabrics are available, including nylon, vinyl, and mesh materials.
- Computer-aided graphic design for your assistance.

## freeman specializes in the digital graphic reproduction and installation of:

- Suspended banners
- Logo reproduction
- Accent graphic photo panels
- Backlit displays and murals
- Large format signage and banners
- four-color carpet image printing

## questions?

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to [www.freemanco.com](http://www.freemanco.com).

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For Assistance, please call (201) 299-7575 to speak with one of our experts.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## GRAPHICS

To order your graphics, complete this order form and attach your sign copy or electronic file.

Please see artwork guidelines for electronic files on page 2 of this form.

Note: All graphics are subject to a 100% Cancellation Charge.

### DIGITAL GRAPHICS

Freeman has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, photo-quality, high-resolution digital printing virtually any size for banners, signage, exhibit graphics and more.

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sq.ft.  
\$ 23.05 per sq. ft. discount price  
sq. ft. \_\_\_\_\_ x or \_\_\_\_\_ = \$ \_\_\_\_\_  
\$ 34.60 per sq. ft. standard price

- Minimum order per graphic 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges. (See reverse side for graphic guidelines.)

### LARGE DIGITAL GRAPHICS

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

File Information:

Electronic File Name \_\_\_\_\_

Application \_\_\_\_\_

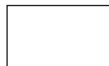
PMS Colors \_\_\_\_\_

### Backing Material:

- |   |  |
|---|--|
| <input type="checkbox"/> Freeman Foam (Foamcore)        | <input type="checkbox"/> Masonite                      |
| <input type="checkbox"/> Freeman PVC (PVC)              | <input type="checkbox"/> Plexi                         |
| <input type="checkbox"/> Freeman HD Foam (Gatorfoam)    | <input type="checkbox"/> Freeman Honeycomb (Eco-Board) |
| <input type="checkbox"/> Freeman Polyfoam (Ultra Board) | <input type="checkbox"/> Other                         |

The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.

Vertical \_\_\_\_\_ Horizontal \_\_\_\_\_ Use Your Judgment For Sign Layout



### Special Instructions

### STANDARD SIZES

#### CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" @	54.30	81.45 =	
7" x 22" @	56.90	85.35 =	
7" x 44" @	70.15	105.25 =	
9" x 44" @	89.85	134.80 =	
11" x 14" @	54.30	81.45 =	
14" x 22" @	69.90	104.85 =	
14" x 44" @	140.75	211.15 =	
22" x 28" @	140.75	211.15 =	
28" x 44" @	207.55	311.35 =	
20" x 60" @	N/A	N/A =	

(white only)

Note: File conversion, retouching, cloning or color may incur additional labor charges. (See reverse side for graphic guidelines.)

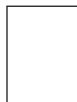
### INDICATE YOUR SIGN COPY HERE:

\* Please feel free to attach additional sign copy on separate page.

Vertical

Horizontal

Use Your Judgment For Sign Layout



Background Color: \_\_\_\_\_

Lettering Color: \_\_\_\_\_

### TOTAL COST

Sub-Total	+	8.875 % Tax	=	Total Cost
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graphics

FREEMAN

## CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

*Our goal is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer or art department. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.*

### PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

RASTER ART (photos, logos containing any continuous tone images):

- Art submitted at 1:1 (100%), resolution should be no less than 60 dpi (100 dpi preferred)
- Art submitted at 2:1 (50%), resolution should be no less than 120 dpi (200 dpi preferred)
- Art submitted at 4:1 (25%), resolution should be no less than 240 dpi (400 dpi preferred)

VECTOR ART:

- Logos should be vector and have outlined fonts (if provided as bitmap, please use high-res images)

FONTS and LINKS

- Supply all fonts used in your design (zip Mac fonts). If unsure how to collect fonts, convert them to outlines
- Supply all links used in your document. Use packaging feature if available. If unsure how to collect links, embed them in the file when saving.

COLOR

- If PMS color matching is required, please use original Pantone + Solid Coated swatches in your artwork. Modifying Pantone names will result in printing default color (CMYK)
- CMYK artwork will be produced "As Is". Our color output is balanced and vibrant.
- Convert RGB art to CMYK if possible.
- If you are sending Certified Color Proofs (Gracol, Swop, Fogra), please provide ICC file information used to print your samples. Best option would be to include ICC chart on your prints.

ARTWORK IN THE STRUCTURE

- Please note that any panels going in the metal frame will hide 1/4" of your art all the way around. If you have a continuous wall where individual panels are divided by metal, use 1.25" spacing in between each panel to account for gaps and the natural flow of the graphics.

### ACCEPTABLE FILE SOFTWARE

We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign, and Photoshop

Always provide the following:

- Native files with fonts and links (zipped)
- High-res PDF-X/4 exports of the files

### ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

- AI CLOUD (CC) file with Packaged supporting links and fonts. You may keep images linked but Packaging feature must be used.
- AI (CS6, CS5, CS4...) file with embedded links and outlined fonts
- EPS file with embedded links and outlined fonts
- INDD file with Packaged supporting links and fonts

PRINT FILES:

- High-res PDF-X/4 (preferred)
- AI with PDF content (choose this option when saving file)
- EPS files with embedded links and outlined fonts

RASTER OR BITMAP ART:

- Photoshop EPS (preferred, use 8-bit preview, Max, Quality JPG compression)
- PSD (make sure font layers are rasterized)
- TIFF, JPG (quality 8 and higher)

Mac users: Use Zip or Stuffit programs when submitting fonts other than OTF (Open Type Fonts)

### WAYS TO SEND ARTWORK

Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (201) 299-7575 for assistance.

# UNION JURISDICTIONS FOR NEW YORK

***THERE ARE FOUR MAJOR UNIONS THAT HAVE JURISDICTION OVER TRADE SHOWS. THE FOLLOWING SHOULD HELP GUIDE YOU IN CONFORMING TO UNION JURISDICTIONS AND ITS ADHERENCE TO THEM WHEN REQUIRED.***

## **TEAMSTER UNION:**

Teamsters handle freight at the exhibit hall. They unload trucks and vehicles. They also provide rigging of machinery, moving services and spot machinery in your booth. The normal rigging crew consists of three men. Customarily, this service must be ordered at exhibitor's expense.

## **CARPENTERS UNION:**

Carpenters handle the erection and dismantling of display and exhibit booths. This also includes all display work. Carpenters uncrate and re-crate machinery or equipment, install and remove all draping and floor covering.

## **EXPOSITION WORKERS:**

Exposition workers deliver freight to exhibitor's booth after it has been unloaded by teamsters. They also deliver furniture and floor covering. They may assist carpenters in the erection and dismantling of exhibits and displays. The first two men required for this work must be carpenters and a third man, if needed, an exposition worker.

## **ELECTRICAL UNION:**

Electricians handle all electrical work, which includes supply power lines to your booth, connecting equipment to outlets and installing signs or headers that are lighted, unless they are permanently a part of the exhibit backwall.

## **WHAT CAN EXHIBITORS DO WITHOUT UNION PERSONNEL?**

Contrary to popular belief, exhibitors are allowed to do some work within the privacy of their own booths. Exhibitors may install and dismantle their own exhibit and lay their own carpet in their own exhibit area as long as the booth size is 100 sqft (10'x10') or less and the following conditions are met: 1) The set-up can be reasonably accomplished in 1/2 hour or less; 2) No tools are used in the assembly or dismantle; 3) Individuals performing the work must be full time employees of the exhibiting company and carry identification to verify this fact. Exhibitors are allowed to unpack and repack their own products (if in cartons, not crates) and are allowed to do technical work on their machines, such as balancing, programming, cleaning of machines, etc. Exhibitors may "hand carry" for use nothing larger than a two wheel baggage cart (rubber or plastic wheels only) to move their items. Exhibitors may move a "pop-up" display (equal or less than 10' in length) capable of being carried by hand by one person. The individuals moving the items must be full time employees of the exhibiting company and must carry identification to verify this fact. We hope the above will help you. If you are in doubt, do not wait until you get to the show to ask questions. Call the Show Manager or Freeman before hand.

## **GENERAL INFORMATION:**

### **FLAMEPROOFING:**

Table coverings as well as all booth equipment must be a non-flammable material. All decorative materials must be fire-resistant and in accord with the standard established by the New York Fire Department. Affidavits attesting to flameproof compliance with New York City Fire Department Regulations must be submitted when requested.

### **INSURANCE:**

Freeman, and/or the Association (Exhibit Manager) and/or the Exhibit Convention Site will not be responsible in any way for the safety of any exhibit or materials against fire, water, theft, accident or any cause nor for the loss or damage to goods consigned to its care. However, every effort will be made to protect exhibitor's property. You are advised to consult your insurance broker for proper coverage on any of your display material from the time it leaves your Company's premises until it returns. In most cases a rider can be added to your present policy for a nominal cost.



# installation & dismantle

When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With over 80 years of experience, our group of specialists is ready to assist you with all of your exhibit requests, from beginning to end.

Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible.

## **installation and dismantling services available**

Freeman will work closely with you to coordinate every phase of your trade show participation, including:

- Preplanning and budget consultation
- Support service coordination – electrical, furnishings, floral and more
- Shipping and storage management
- On-site supervisors with dedicated floor managers
- Skilled labor and technicians for installation and dismantling
- Full, in-house carpentry
- Graphics production
- Emergency repairs and refurbishing
- Postshow evaluations
- Multiple show coordination

Supervise any labor yourself, or if you need assistance, Freeman I&D experts will do it for you.

## **if you use Freeman staff**

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors. We charge 30% of the total labor charge, with a minimum \$45 fee.

## **if you supervise yourself**

**Installation** – Your labor supervisor must check in at the exhibitor service center to pick up laborers. Upon completion of work, your supervisor must return to the exhibitor service center to release the laborers. Start time is guaranteed only when labor is requested for the start of the working day.

**Dismantling** – When scheduling dismantling labor, be sure to allow time for empty containers to be returned to the booth after the close of your show. Start time is guaranteed only when labor is requested for the start of the working day.

## **questions?**

For questions and assistance with labor estimates, call customer service at the number listed on Quick Facts.

For fast, easy ordering, visit us at [www.freemanco.com](http://www.freemanco.com).

# F R E E M A N

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 • Fax: (469) 621-5618  
FreemanNewYorkES@freemanco.com

**INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **INTERNATIONAL CONFERENCE ON MACHINE LEARNING / JUNE 19 - 24, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call 201-299-7575 to speak with one of our experts.

## DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
<b>Carpenter Labor</b>		
<b>Straight Time</b> - 8:00 A.M. to 4:30 P.M. Monday through Friday.....	\$206.25	288.75
<b>Overtime</b> - 4:30 P.M. to 8:00 A.M. Monday through Friday, All Day Saturday .....	\$277.50	388.50
<b>Double Time</b> - Sundays and Holidays .....	\$358.50	502.00

• **Show Site prices will apply to all labor orders placed at show site.**

- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per man - labor thereafter is charged in half (1/2) hour increments.
- Supervisor must check in at Service Desk to pickup labor.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

## INSTALLATION LABOR

☐ **Freeman Supervised Labor - Please complete the reverse side of this form.**

- Installation of your exhibit will be completed at our discretion prior to show opening
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

☐ **Exhibitor Supervised Labor**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	@ \$ _____	= \$ _____	
_____	_____	_____	x _____ = _____	@ \$ _____	= \$ _____	
_____	_____	_____	x _____ = _____	@ \$ _____	= \$ _____	
Freeman Supervision (30%/45.00)						= \$ _____
Tax 8.875%						= \$ _____
Total Installation						= \$ _____

## DISMANTLE LABOR

**Freeman Supervised Labor - Please complete the reverse side of this form.**

- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor
- The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00

☐ Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Exhibitor Supervised Labor**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	@ \$ _____	= \$ _____	
_____	_____	_____	x _____ = _____	@ \$ _____	= \$ _____	
_____	_____	_____	x _____ = _____	@ \$ _____	= \$ _____	
Freeman Supervision (30%/45.00)						= \$ _____
Tax 8.875%						= \$ <b>(N/A)</b>
Total Dismantle						= \$ _____

If you have questions or need assistance in completing your order, please call and ask for your Freeman I & D Representative.

NAME OF SHOW: **INTERNATIONAL CONFERENCE ON MACHINE LEARNING / JUNE 19 - 24, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

### **FREEMAN SUPERVISED LABOR**

***IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.***

### **INBOUND SHIPPING & SET UP INFORMATION**

Freight will be shipped to Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date Shipped \_\_\_\_\_

Total No. of: \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_

Setup Plan/Photo: Attached \_\_\_\_\_ To Be Sent With Exhibit \_\_\_\_\_ In Crate No. \_\_\_\_\_

Carpet: With Exhibit \_\_\_\_\_ Rented From Freeman \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

Electrical Placement: \_\_\_\_\_ Drawing Attached \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_

Electrical Under Carpet \_\_\_\_\_

Comments: \_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

### **OUTBOUND SHIPPING INFORMATION**

SHIP TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### **METHOD OF SHIPMENT**

##### ☐ **Exhibit Transportation:**

- ☐ Common Carrier  
☐ Air Freight ☐ Next Day ☐ 2nd Day ☐ Deferred

##### ☐ **Other (list carrier name & phone number):**

- ☐ Other Common Carrier: \_\_\_\_\_  
☐ Other Air Freight: \_\_\_\_\_  
☐ Van Line: \_\_\_\_\_

#### **Freight Charges**

- ☐ Prepaid ☐ Collect

Bill To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**In the event your selected carrier fails to show on final move-out day, please select one of the following options:**

- ☐ Reroute via Freeman's choice.  
☐ Delivery back to warehouse at Exhibitor's expense.

***PLEASE NOTE: Freeman will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.***

**FREEMAN installation & dismantle labor**



# MARRIOTT MARQUIS NEW YORK

**ELECTRICAL DEPARTMENT**  
NEW YORK MARRIOTT MARQUIS 1535 BROADWAY  
NEW YORK, NY 10036  
TEL: (212)704-8799 FAX (212)704-8896  
NYMMELECTRIC@YAHOO.COM

Services	Price	QTY	Total
<b>WATTAGE (LOW POWER - 120 VOLT SERVICE)</b>			
<b>SMALL OFFICE EQUIPMENT</b>			
0 - 500 WATTS	\$150.00		
501 - 1000 WATTS	\$170.00		
1001 - 1500 WATTS	\$185.00		
1501 - 2000 WATTS	\$215.00		
<b>120 VOLT (Exclusive Circuit)</b>			
<b>Meeting &amp; Large Office Equipment</b>			
20 AMPS	\$250.00		
<b>EXTENSION CORDS</b>			
(Power Not Included) Requires: 120 Volt Service From Above (only 2 power strips or quad boxes per circuit)			
QUAD BOX 25	\$40.00		
POWER STRIP	\$40.00		
<b>208 VOLT (SINGLE PHASE)</b>			
<b>Specialty Equipment</b>			
20 AMPS	\$350.00		
30 AMPS	\$450.00		
<b>FEEDER SERVICE</b>			
<b>(NOT TO BE USED FOR DISTRIBUTION)</b>			
60 AMPS - 3 PHASE	\$1,200.00		
100 AMPS - 3 PHASE	\$1,900.00		
200 AMPS - 3 PHASE	\$3,700.00		
LATE CHARGE	\$50.00		
<b>SUBTOTAL</b>			
<b>8.875% TAX</b>			
<b>GRAND TOTAL</b>			

## SPECIAL NOTES

NYC CODE REQUIRES THAT NO ELECTRICAL EQUIPMENT OR APPARATUS CAN BE CONNECTED UNLESS IT CONFORMS TO ITS ELECTRICAL CODE. UPON REQUEST, THE HOTEL WILL SUPPLY A COPY OF THE NYC ELECTRICAL CODE. THE HOTEL WILL SUPPLY QUALIFIED ELECTRICIANS TO CORRECT ANY INFRACTIONS AT PREVAILING COSTS. WIRING REGULATIONS BASED ON THE NYC ELECTRICAL CODE ALL ELECTRICAL APPARATUS AND SPLICES MUST BE INSTALLED IN A METAL ENCLOSURE TO PREVENT EMISSION OF SPARKS. ALL METAL RACEWAYS, METAL LIGHTING FIXTURES, AND METAL HOUSINGS OF ELECTRICALLY POWERED EQUIPMENT SHALL BE GROUNDED. ALL EXTENSION CABLES SHALL BE 3 WIRE SJ CORD OR OTHER APPROVED TYPE AND NOT MORE THAN 10 FEET LONG. THE GREEN COLORED WIRE IS TO BE USED AS THE GROUND. THE CABLE MUST BE LARGE ENOUGH FOR THE LOAD AND HAVE A GROUND MALE PLUG. FLEXIBLE CORDS AND CABLES LESS THAN #14 GAUGE WIRE SHALL NOT BE PERMITTED. PLUG IN STRIPS SHALL BE MOUNTED NOT LESS THAN 2FT. 6IN ABOVE THE FLOOR AND SHALL BE SECURELY FASTENED. NY MARRIOTT MARQUIS WILL NOT BE RESPONSIBLE FOR ANY VOLTAGE FLUCTUATIONS OR POWER FAILURES BEYOND OUR CONTROL

- **ELECTRICAL SERVICES ORDER FORM MUST BE SUBMITTED AT LEAST 10 DAYS PRIOR TO THE EVENT OR A LATE CHARGE WILL AUTOMATICALLY BE APPLIED.**
- **WALL OUTLETS ARE INTENDED FOR HOTEL USE ONLY.**
- **EXHIBITORS AND A/V PROVIDERS MUST SUBMIT A SEPERATE ORDER FOR EACH EVENT.**
- **IT IS NOT PERMITTED FOR ANYONE OTHER THEN NYMM ELECTRICAL DEPT. TO PROVIDE OR INSTALL POWER DISTRIBUTIONS.**
- **RENTAL RATES QUOTED ARE PER EVENT AND COVER A 5 DAY PERIOD.**
- **ORDERED CIRCUITS WILL ONLY BE PLACED IN ONE LOCATION AND CANNOT BE SHARED OR SPLIT.**
- **ADDITIONAL CHARGES WILL APPLY TO: EVENTS OVER 5 DAYS, ROOM RELOCATIONS, AND RESETING ANY ELECTRICAL.**

Event Name:	
Company:	
Address:	
City:	State: Zip:
Phone:	Fax:
Mobile:	E-Mail:
Representative Name:	
Room Name:	Booth:
Setup Date:	Time:
Start Date:	Time:
Removal Date:	Time:

## PAYMENT BY CHECK

PLEASE MAIL COMPLETED FORM AND CHECK TO:  
ELECTRICAL DEPARTMENT \* NEW YORK MARRIOTT MARQUIS  
1535 BROADWAY \* NEW YORK, NY 10036

## PAYMENT BY CREDIT CARD

PLEASE EMAIL COMPLETED FORM TO  
NYMMELECTRIC@YAHOO.COM

CREDIT CARD NUMBER:	
TYPE:	EXP DATE:
CARDHOLDER'S NAME:	
SIGNATURE:	

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*I approve the above electrical charges from The Marriott Marquis New York*

HOTEL USE ONLY

Effective Date 01/01/2016

SALES MANAGER \_\_\_\_\_

PMS# \_\_\_\_\_

# TELECOMMUNICATIONS ORDER FORM



MARRIOTT MARQUIS  
NEW YORK

Telecommunications Hours of Operation: Monday - Friday (8am - 7pm)  
Saturday (11am-1pm) (not including holidays)

DATE SUBMITTED \_\_\_\_\_

Mail checks or inquiries to:

New York Marriott Marquis  
ATTENTION: Telecommunications Dept.  
1535 Broadway  
New York, NY 10036  
212-704-8889 FAX 212-930-7680  
NEXTEL 347-885-6864

Name of Event: \_\_\_\_\_ Install Date: \_\_\_\_\_  
Company: \_\_\_\_\_ Install Time: \_\_\_\_\_  
(30 minutes prior to meeting start time)  
Address: \_\_\_\_\_ Removal Date: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Removal Time: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Contact: \_\_\_\_\_  
Location of Equipment: \_\_\_\_\_ Booth: \_\_\_\_\_ Hotel Contact: \_\_\_\_\_

Event Manager: If you are requesting phone numbers please attach a diagram noting location of phone in meeting room.

Quantity Item No. Days \*If this request is within 24 hours of meeting time, phone will be installed 15 minutes prior to meeting start time\*

## Analog Direct-In-Dial Phonenumber \$150/day

Directly accept incoming calls  
Dial "9" for outside access  
Standard Telephone Included

If you have any needs in addition to the services listed,  
please contact our Telecommunications Department.  
We would be happy to accommodate your request.

## Polycom Conference Phone \$150/day w/2 External Mics

Recommended for conferences of 5-10 people

## Polycom Conference Phone \$100/day no additional mics

Recommended for conferences of 2-4 people

## For additional services please call directly

Including multi-line digital telephones,  
voicemail, conference bridges etc.

## ISDN Line \$300/day

Recommended for Video Conferencing  
and Radio Broadcast. 2 channel frequency  
NO IP ADDRESS.

## Technician Overtime Fee \$50/hour

For installations & service not provided  
between 8 AM and 5 PM Monday - Friday  
and all day on government recognized holidays

## Miscellaneous

\$ \_\_\_\_\_ fee ☐ Per Day ☐ Flat Rate

Please provide description

## TELEPHONE INFORMATION

- All calls will be billed at guest room rates. Local calls are \$1.00 plus taxes (\$1.26) for the first 3 minutes + \$0.02 each additional minute and may be subject to additional local and/or long distance charges. International and Domestic Long Distance calls will be charged to your account and billed at the AT&T Daytime Operator Assisted Rate plus a 55% hotel surcharge. International calls are subject to a connection charge of \$3.25. There is a \$2.00 charge for all calling card, 800, 888, 877 or 866 calls.
- Your phone request must be accompanied by a valid credit card number with cardholders name and signature below or payment in advance for installation plus a deposit of \$100 per day per line for telephone calls or you have direct billing established with our credit department.
- HIGH SPEED INTERNET ACCESS is available upon request. Please contact directed to iBahn at (212) 704-8901
- All fees are subject to 14.32% sales and communications tax.
- The hotel's long distance carrier is AT&T. A fee will be charged to change carriers. A \$500 connect/disconnect fee will be charged for any voice circuit not obtained through the hotel.
- Requests must be submitted within 1 week of installation.
- Fees current as of October 28, 2013. Hotel reserves the right to change prices at any time.

## Method of Payment

☐ AMEX ☐ Visa ☐ MasterCard ☐ Discover ☐ Diner's Club ☐ Other

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder: \_\_\_\_\_

Signature: \_\_\_\_\_

TECH:

AYS MANAGER:

DATE:

PMS#:

Below for Hotel use only

A-1 COMMUNICATIONS BID

REG	OT	SUN/HOL
TOTAL T&M:		
INVOICE#:		